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TRAINING REQUIREMENTS ANALYSIS 791X1



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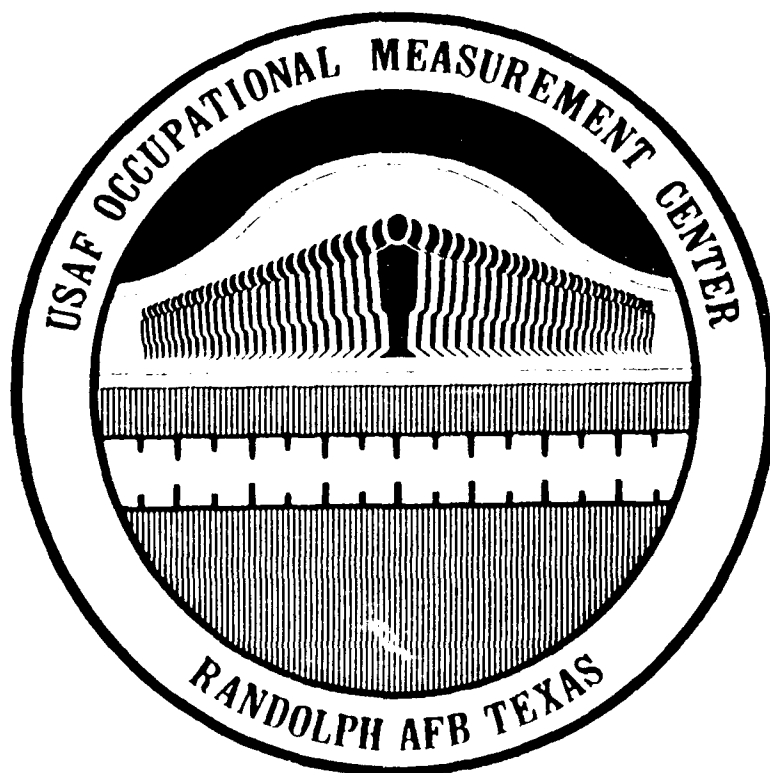
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OL-G Det 2 AFEBS, APO NY 09088-5000	1
OL-H Det 2 AFEBS, APO NY 09108-5000	1
OL-J Det 2 AFEBS, APO NY 09069-5000	1
Det 3 AFEBS, APO NY 09406-5000	1
Det 4 AFEBS, APO NY 09291-5000	1
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OLA Det 5 AFEBS, APO NY 09254-5000	1
Det 6 AFEBS, APO NY 09283-6457	1
Det 7 AFEBS, APO NY 09221-5000	1
OL-A Det 7 AFEBS, APO NY 09406-5000	1
OL-B Det 7 AFEBS, APO NY 09406-5000	1
OL-C Det 7 AFEBS, APO NY 09406-5000	1
OL-D Det 7 AFEBS, APO NY 09406-5000	1
OL-E Det 7 AFEBS SEB, APO NY 09406-5000	1
Det 8 AFEBS, FPO NY 09571-1625	1
Det 11 AFEBS, FPO NY 09223-1625	1
AFPBS, APO SF, 96328-5000	1
Det 1 AFPBS, APO SF 96274-5000	1
OL-A Det 1 AFPBS, APO SF 96651-1001	1
Det 3 AFPBS, APO SF 96301-0097	1
OL-A Det 3 AFPBS, APO SF 96570-0005	1
OL-B Det 3 AFPBS, APO SF 96264-0005	1
Det 4 AFPBS, APO SF 96519-5000	1
Det 5 AFPBS, APO SF 98764-5015	1
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AIR FORCE BROADCASTING TRAINING REQUIREMENTS ANALYSIS
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QUALITY ASSURANCE



A SPECIAL THANKS TO THE MANY HARD-WORKING, PROFESSIONAL
BROADCASTING PERSONNEL AND SUPERVISORS FOR THEIR EXPERTISE AND
OUTSTANDING SUPPORT OF THIS PROJECT.

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APPENDIX A

Task Analysis Worksheets

STATEMENT "A" per Dr. John Lang
 USAF Occupational Measurement Center/OMTC
 Randolph AFB, TX 78150-5000
 TELECON 8/27/90 VG

Accession For	
NTIS GML&I	<input checked="" type="checkbox"/>
DTIC TAB	<input type="checkbox"/>
Unannounced	<input type="checkbox"/>
Justification	
By	
Distribution/	
Availability Codes	
Dist	Avail and/or Special
A-1	



Preface

The United States Air Force Occupational Measurement Center (USAFOMC), Training Development Services Division (OMT), is assigned primary responsibility for developing Training Requirements Analyses (TRAs) for Air Force specialties. A TRA provides comprehensive data describing specialty training requirements for the 3-, 5-, and 7-skill levels. TRAs provide a basis for revision or development of Specialty Training Standards (STS)s, initial skill training, on-the-job training (OJT), and Career Development Courses (CDCs). TRAs fulfill most requirements of Steps 1 and 2 of the Instructional System Development (ISD) model prescribed in AFR 50-8. TRAs assist Air Force officials in making informed, data-based training decisions.

HQ USAF Broadcasting Squadron (AFBS), Kelly, AFB Texas, requested this TRA. It consists of three sections:

- a. System Overview--an overall perspective of the specialty.
- b. Task Analysis--detailed training decision data.
- c. Training Recommendations--general and specific recommendations to improve specialty training.

Copies of this report are available to Air Staff sections, major commands, the OJT community, and other interested training and management officials. Address requests to USAFOMC/OMT, Randolph AFB, Texas 78150-5000; or to Detachment 4 USAFOMC, Stop 47, Sheppard AFB Texas 76311.

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EXECUTIVE SUMMARY

Overview

HQ Air Force Broadcasting Squadron requested this TRA to provide comprehensive information as a basis for training decisions and development of resident and on-the-job training.

Procedures

Data for this TRA were gathered during field interviews with personnel at the Basic Broadcaster Course, Fort Benjamin Harrison, Indiana; and with European Broadcasting Squadron personnel at Ramstein, Incirlik, and Torrejon Air Bases. A total of 19 Subject Matter Experts (SMEs) were interviewed. Results of interviews were mailed to Pacific Broadcasting Squadron detachments at Yakota and Clark Air Bases for review.

Results

Specialty members who attend contractor-provided equipment training are often unable to effectively transfer what they have learned to others who do not attend this training.

Recommendation. Enhance OJT programs: video tape equipment training provided by contractors and use in conjunction with qualification training packages (QTPs). Include provisions in future contracts to video tape these training sessions.

The STS does not include training requirements for setting up and adjusting studio lighting nor does it differentiate between control track or electronic time code editing. The STS also lacks items for operation of tape degausers and interpretation of technical publications. Specific job performance requirements were documented during task analysis and compared with the May 1988 STS for AFSC 791X1. Results are presented in the Training Recommendations section of this report.

Recommendation. Use the Specific Recommendations section of this TRA (page 8) as a tool to update the STS.

Specific broadcast standards for job performance are often lacking for tasks of a creative nature making it difficult to assess adequacy of job performance and training.

Recommendation. Assess job standards to identify areas of ambiguity and initiate actions to develop specific job performance standards. Use these standards as a basis for evaluating training adequacy. The task analysis worksheets provided in this report include information that may be used to develop standards for task performance.

INTRODUCTION

Purpose

on this job training
Air Force *Training Requirements*
Analysis
The purpose of the ~~AF~~ Broadcasters (TRA) is to provide objective information to improve specialty training. This TRA provides information for developing Specialty Training Standards (STS), Job Qualification Standards (JQS), OJT programs, and resident and nonresident curricula. The TRA will be useful during Utilization and Training Workshops (UTWS) where significant training decisions can be based upon accurate task data and systematically derived training recommendations.

The TRA consists of three sections:

- 1) System Overview. This section describes mission objectives, training requirements, training issues and concerns, and future plans.
- 2) Training Recommendations, *and* Recommendations are based upon task analysis and system overview information. Tasks analyzed in this TRA are cross-referenced (matched) to the May 1988 STS for AFSC 791X1.
- 3) Task Analysis. This detailed description of specialty tasks includes equipment, references, conditions, cues, standards, activities, skills, and knowledge required for task performance. Task analysis data are provided for training managers to use in developing the STS and subsequent course documents for resident and OJT programs.

2.0 to 2.1 *Performance Standards*
Requirements
Performance Standards

SYSTEM OVERVIEW

Specialty Mission and Functions

The mission of Radio and Television Broadcasting personnel, as described by AFR 39-1, is to create programs for radio and television broadcasts, prepare informational materials in broadcast format for Armed Forces Radio and Television (AFRTS), operate broadcast equipment, and serve as talent.

Within the Armed Forces Broadcasting Service (AFBS), broadcasters are assigned to one of five functional areas: Television Operations, Radio, News, Production, and Continuity.

Television Operations personnel play recorded video materials for television broadcasts by operating control boards and other television playback equipment. When AFRTS Satellite Network (SATNET) is available, sportscasts and other materials may be broadcast live or recorded for delayed broadcast.

Radio broadcasters produce and broadcast live and recorded music shows; select, prepare, and read news and information from newswire service; operate associated radio broadcast equipment; and maintain audio libraries.

News broadcasters gather, write, produce, and broadcast news and internal information by radio and television. Newscasts may vary from local to international levels depending upon station mission.

Production personnel conceptualize, develop, and produce internal information spots and other programs.

Continuity personnel develop schedules for station broadcasts, studios, and production functions. They also develop Workload Factor Data Reports on the Organizational Network of Extended Terminals.

Station managers ensure that stations operate efficiently, comply with directives, produce quality products, and maintain station signals.

Resident Training

This section outlines the training available to Broadcasters as they progress through their careers. Additional information is contained in AFR 50-5.

MANDATORY REQUIREMENTS FOR
ENTRY INTO AFSC 791X1
Favorable voice audition
Type 20 words per minute

Basic Broadcaster Course
G5ABA79131 000
Length: 60 Days
Location: Ft Harrison IN

Radio and Television
Broadcasting Specialist
CDC 79151
Length: Self Paced

Electronic Journalism Course
G5AZA79151 000
Length: 10 Days
Location: Ft Harrison IN

Air Force Short Course in
Communication
Length: 40 Days
Location: University of
Oklahoma at Norman OK

Broadcast Manager Course
G5OZA7921 004
Length: 20 Days
Location: Ft Harrison IN

Public Affairs Supervisor
Course G5AZA79170 000
Length: 15 Days
Location: Ft Harrison IN

Senior Enlisted Public
Affairs G5AZA79170 001
Length: 5 Days
Location: Ft Harrison IN

Personnel

As of March 1990, 337 airman are in AFSC 791X1 with 104 in CONUS and 233 overseas. This specialty consists of 120 first term, 86 second term, and 131 career airman. AFSC 79199 and 79100 personnel are not included in this information because AFSC 791X1 personnel merge with AFSC 791X0s at the nine-skill level.

Training Issues and Concerns

This section summarizes training issues, concerns, and problems identified during interviews with AFSC 791X1 personnel and during subsequent analysis of task analysis data. Training issues addressed in this report include:

a. Members who attend contractor-provided equipment training are often unable to effectively transfer what they have learned to others.

b. The STS does not include training requirements for setting up and adjusting studio lighting nor differentiate between control track or electronic time code editing.

c. Specific broadcast standards for job performance are sometimes lacking; it is often difficult to assess adequacy of job performance and training.

Future Developments

Broadcasting is a dynamic specialty in which new technology constantly emerges. New equipment that is or soon will be on line includes digital still store, digital video effects, graphics generator, and time code editing. Training programs will need updating to ensure full utilization of this and future equipment.

Related Reports

1. A Tri-Service Occupational Survey Report (OSR) for Public Affairs and Broadcast personnel will be completed by January 1993. This OSR will provide objective data as a basis for determining the content of resident and on-the-job training programs.

2. Other TRAs that may be useful to training developers and OJT managers in this AFSC are:

a. Airmen Visual Information Specialist, AFSC 23XXX, October 1989, and

b. Television Equipment Specialist, AFSC 304X5, February 1989.

TASK ANALYSIS

Task Analysis Procedures

Task analysis data collection began in October 1989 with a task list developed at HQ AFBS. Two training systems analysts from Detachment 4, USAFOMC visited the following locations to collect task analysis data:

- a. AF Broadcasting Course, Fort Benjamin Harrison, Indiana
- b. HQ AFEBS, Ramstein AB, Germany
- c. Detachment 5 AFEBS, Incirlik AB, Turkey
- d. Detachment 6 AFEBS, Torrejon AB, Spain

Detachment chiefs selected qualified broadcasting personnel for interviews. Task analysis data collected during the interviews were subsequently mailed for validation to Detachment 1 AFPBS, Clark AB, PI; and Detachment 7 AFPBS, Yokota AB, Japan.

Task Analysis Worksheets

Task analysis worksheets include: NOTES, RECOMMENDATIONS, EQUIPMENT, REFERENCES, CONDITIONS, CUES, CONSTRAINTS, STANDARDS, ACTIVITIES, SKILLS, AND KNOWLEDGE.

1. The TASK NOTES section provides training recommendations and other pertinent information. TRAINING RECOMMENDATIONS indicate where (course, CDC, OJT) and at what skill level each task should be trained. A "K" under the 3-, 5-, or 7-skill level column indicates a requirement for knowledge training; "P" indicates a requirement for performance training.
2. The EQUIPMENT section lists all equipment, tools, and supplies required to perform the task.
3. The REFERENCES section lists the governing directives required to perform the task. This includes military directives, manufacturer's manuals, and local directives.
4. The CONDITIONS, CUES, AND CONSTRAINTS sections list the environmental conditions for task performance, what initiates the task performance, and what may affect task performance.
5. The STANDARDS section specifies the criteria against which task performance can be measured to determine correct accomplishment of the task.
6. The ACTIVITIES, SKILLS, AND KNOWLEDGE sections list major steps and the skills and knowledge required to perform each task.

Common Skill and Knowledge Requirements

Common skill and knowledge requirements are prerequisite abilities that support task performance. Many skill and knowledge requirements are not specifically identified in regulations or manuals. On the job it is assumed personnel have the required skills and knowledge. To build a successful training program, common prerequisite skills and knowledge need to be identified and built into the training system. The following list of common skill and knowledge requirements was identified from task analysis data. STS elements are shown in parentheses and refer to the recommended STS beginning on page 10. The number of occurrences (tasks supported) are also listed.

SKILLS	Occurrences
Operate audio and video monitors (8c(5))	18
Operate TV monitors (8c(5))	16
Operate video tape recorders (8b(3)(c))	16
Operate in-studio and remote audio consoles (8a(2))	14
Operate microphones (8a(1))	13
Operate cart machines (8a(3)(b))	10
Operate recorders such as cassette and reel-to-reel (8a(3)(a),(c))	10
Operate audio and video patch panels (8a(5),b(12))	9
Operate video switcher (8b(4))	8
Operate vector scope and wave form monitor (8a(6))	7
Operate word processor (6k(1))	7
Operate turntables (8a(7))	6
Operate compact disk player (8a(10))	5
Operate studio lighting systems (8c(a), (b) *)	5
Operate tape degausser (8a(5) *)	4

KNOWLEDGE	Occurrences
Apply station policy **	21
Interpret regulations, commercial manuals, and operating instructions (6f) *	20
Interpret host nation sensitivities (12a(4)(b), (5)(b), c(5)(b))	19
Interpret textbooks **	15
Apply editing procedures (10d)	7
Apply broadcast style writing techniques (11c(1))	6

* Recommended STS additions

** Not recommended for addition to STS

TRAINING RECOMMENDATIONS

Overview

Recommendations within this section represent the optimum training for the Broadcasting specialty. They are designed to create the best possible training environment. The priority and feasibility for implementation of the recommendations will be determined by HQ AFBS personnel and U&TW participants.

General Recommendations

1. Develop Qualification Training Packages (QTPs) for personnel who do not attend contractor-provided equipment training. These QTPs may be enhanced by video taping contractor-provided training sessions.

Comments from Broadcast personnel indicate training is not effectively shared with personnel who are unable to attend contractor-provided courses. Those who attend contract training must rely on memory, notes, and commercial manuals that are often difficult to use or understand. Video tapes of contract courses will enable trainers to provide consistent equipment training. Use of QTPs will also help standardize training on new equipment.

2. Include STS items for set up and adjustment of studio lighting, operate tape degausser, and time code editing. Also add an STS item for interpretation of technical publications (see Specific Training Recommendations section, page 8).

Training for lighting tasks is insufficient. Broadcast personnel lack expertise in set up and adjustment of studio lighting. The tape degausser is common equipment used by this AFSC and should be included in the STS. The advent of time code editing will require the differentiation between it and control track editing.

3. Develop specific AFBS broadcast standards to better define air quality and performance requirements.

Standards for creative or subjective tasks were difficult to define. Broadcast personnel performing these tasks are concerned with the variance in standards among supervisors or detachment chiefs. Unless trainers and trainees know the criteria against which task performance is measured, they cannot determine if tasks have been successfully learned. Specific standards are needed to better define air quality and performance requirements.

Specific Recommendations

The May 1988 STS (see page 10) was matched with specific training recommendations resulting from this TRA. The column to the right summarizes our recommended actions (add, delete, review, or none) to improve the STS. "Review" indicates that the STS item should

be reviewed; task analysis data indicate a discrepancy but the data are not conclusive enough to recommend a change to the STS. A "K" under the 3-, 5-, or 7-skill level column indicates a requirement for knowledge training and a "P" indicates a requirement for performance training. Listing a "K" under both both course and CDC columns indicates task knowledge should be taught in the course and subject or system knowledge should be included in the CDC. The specific knowledge requirements for each task are listed on the task analysis worksheets (see Appendix A).

STS FOR AFSC 791X1, MAY 88 (REVISED)

TRA RECOMMENDATIONS

STS NO	STS ITEM	3-LVL	5-LVL	TRA TASK	3-LVL	5-LVL	7-LVL	*** ACTION		
		CRS	CDC	CRS	CDC	OJT	CRS	CDC	OJT	*** ACTION
1.	CAREER LADDER PROGRESSION									
	TR: AFR 35-1, 39-1									
	(Atch 45) AFVA 39-1									
	a. Progression in career ladder 791X1	A								NONE
	b. Duties of AFSs 79131/51/71	A								NONE
2.	SECURITY									
	a. Communications Security (COMSEC)									
	TR: AFR 56-50, 205-1, DoD 5200.1 AFP 56-15									
	(1) Classify information	b								NONE
	(2) Prevent security violations	b								NONE
	(3) Use MAJCOM/SOA EEFs	b								NONE
	(4) Observe security precautions involved in communications	b								NONE
	b. Operations Security (OPSEC)									
	TR: AFR 55-30									
	(1) Definition of OPSEC	A								NONE
	(2) Background and history of OPSEC	A								NONE
	(3) Relationship of OPSEC to other security programs, including COMSEC information Security and Physical Security	A								NONE

STS FOR AFSC 791X1, MAY 88 (REVISED)

TRA RECOMMENDATIONS

STS NO	STS ITEM	3-LVL			5-LVL			7-LVL			TRA TASK	3-LVL	5-LVL	7-LVL	*** ACTION
		CRS	CDC	CDC	CRS	CDC	CDC	CRS	CDC	CDC		CRS	CDC	CDC	
	(4) Common OPSEC vulnerabilities	A													NONE
	(5) OPSEC significance of unclassified data and procedures	A													NONE
	(6) Specific OPSEC vulnerabilities of AFSC 791X1	A					B								NONE
3.	AIR FORCE OCCUPATIONAL SAFETY AND HEALTH (AFOSH) PROGRAM														
	TR: AFR 127-12														
	a. Hazards of AFSC 791X1	A													NONE
	b. AFOSH standards for AFSC 791X1														
	(1) Electrical	-									00440	K	K	P	REVIEW
	TR: AFOSH standard 127-11, 127-50, 127-51														
	(2) Chemical cleaning agents	-									00650	K	K	P	REVIEW
	TR: AFOSH Standard 127-43										00660	K	K	P	
	(3) Hearing hazards	-													NONE
	TR: AFR 161-35														
	(4) Ladders and studio hazards	-													
	TR: AFOSH standard 127-1, 127-2, 127-										00440	K	K	P	REVIEW
	127-3														
	1c. Keep work area safe	2b													NONE
	1d. Procedures for accident reporting	A													NONE
	TR: AFR 127-4														

STS FOR AFSC 791X1, MAY 88 (REVISED)

TRA RECOMMENDATIONS

STS NO1	STS ITEM	3-LVL			5-LVL			3-LVL			5-LVL			3-LVL			5-LVL			TRA TASK	*** ACTION
		CRS	CDC	CRS	CRS	CDC	CRS	CRS	CDC	CRS	CRS	CDC	CRS	CRS	CDC	CRS	CRS	CDC	CRS		
4.	IPARTICIPATE IN USAF GRADUATE EVALUATION PROGRAM TR: AFR 50-38																				NONE
5.	SUPERVISION																				
	a. Orient new personnel TR: AFR 30-30, 39-1, 50-23, 190-1, DoD 5120.20-R																				NONE
	b. Assign specific duties TR: AFR 50-34																				NONE
	c. Plan work assignments and priorities TR: AFR 50-37																				NONE
	d. Schedule work assignments TR: AFR 50-37																				NONE
	e. Establish TR: AFR 50-37																				NONE
	(1) Work methods																				NONE
	(2) Controls																				NONE
	(3) Performance standards																				NONE
	f. Evaluate work performance of subordinate personnel TR: AFR 50-34, AFR 39-6																				NONE
	g. Counsel personnel and help resolve problems TR: AFR 39-6																				NONE
	h. Initiate action to correct substandard performance or eliminate substandard performers TR: AFRs 35-32, 39-10, 39-30																				NONE

TRA RECOMMENDATIONS

13

STS FOR AFSC 791X1, MAY 88 (REVISED)

TRA RECOMMENDATIONS

STS NO	STS ITEM	3-LVL	5-LVL	TRA TASK	3-LVL	5-LVL	7-LVL	*** ACTION
		CRS	CDC	CRS	CDC	OJT	CRS	OJT
h.	Equipment and supplies TR: AFRs 67-23, 100-17, 700-3, 700-5, AFM 67-1							
	(1) Budget for	-						NONE
	(2) Obtain	-						NONE
	(3) Account for	1a						NONE
i.	Coordinate mission support with TR: AFR 11-4, 190-1; DoD 4000.19, 5120.20-R							
	(1) Public affairs	-						REVIEW
				00280		K	P	
				00500		K	P	
				00560	KP	K		
	(2) Base agencies	-				K	P	REVIEW
				00280		K	P	
				00500		K	P	
				00560	KP	K		
	(3) Local commanders	-				K	P	REVIEW
				00580		K		
				00280		K	P	
				00500		K	P	
				00560	KP	K		
				00580		K	P	
j.	Prepare and maintain TR: AFRs 10-1, 12-20, 12-50, 123-1, 170-1; 190-1, 700-7; AFP 13-2, DoD 5120.20-R							
	(1) General correspondence	-						REVIEW
	(2) Reports	-					KP	REVIEW
	(3) Records and files	-						NONE
k.	Organizational Network of Extended Terminals (ONET) System TR: DoD 5120.20-R; AFRTS ONET User's Guide							
	(1) Use broadcast schedule module	1a						REVIEW
				00210		KP		
				00220		KP		
				00230		KP		

STS FOR AFSC 791X1, MAY 88 (REVISED)

TRA RECOMMENDATIONS

STS NO	STS ITEM	3-LVL CRS	5-LVL CDC	3-LVL OJT	5-LVL CDC	3-LVL OJT	5-LVL CDC	7-LVL CDC	7-LVL OJT	*** ACTION
	(2) Use products inventory module	1a	-							NONE
7.	TRAINING									
	TR: AFRs 39-62, 50-23									
	a. Evaluate personnel to determine need for training	-	-							NONE
	b. Recommend personnel for training									
	TR: AFRs 35-1, 39-1, 50-5, 50-37, 50-39									
	c. Plan and supervise OJT									
	(1) Prepare job qualification standards	-	-							NONE
	(2) Conduct training	-	-							NONE
	(3) Counsel trainees on their progress	-	-							NONE
	(4) Monitor effectiveness of training	-	-							NONE
	(a) Career knowledge upgrade	-	-							NONE
	(b) Job proficiency upgrade	-	-							NONE
	(c) Qualification	-	-							NONE
	d. Provide training for	-	-							NONE
	(1) Disaster Preparedness	-	-							NONE
	TR: AFR 355-1									
	(2) Accident/incident	a	-							NONE
	TR: AFR 190-1									
	(3) Antiterrorism	-	-							NONE
	TR: AFR 208-1									

STS FOR AFSC 791X1, MAY 88 (REVISED)

TRA RECOMMENDATIONS

STS NO	STS ITEM	3-LVL CRS	5-LVL CRS	3-LVL CDC	5-LVL CDC	TRA TASK	3-LVL CRS	3-LVL CDC	5-LVL CRS	5-LVL CDC	7-LVL CRS	7-LVL CDC	*** ACTION
	1e. Maintain training records	-	-	-	-								NONE
	1f. Evaluate effectiveness of training programs	-	-	-	-								
8.	RADIO/TELEVISION EQUIPMENT (TR: DoD 5120.20-R; Manufacturer's Operating Instructions)												
	1a. Operate radio equipment												
	(1) Microphones												
	(a) Theory of operation	A			B	00070	KP		K				DELETE
	(b) Select and use	1a			B	00110	KP		K				NONE
	(2) Audio mixers/ consoles	2b			B	00010	KP						NONE
	(3) Audio tape record/ playback device					00070	KP		K				
	(a) Reel to reel	2b			B	00010	KP						NONE
	(b) Cartridge	2b			B	00010	KP		K				NONE
	(c) Cassette	2b			-	00070	KP		K				REVIEW
	(4) Audio tape editing equipment	2b			B	00070	KP		K				NONE
	(5) Tape degausser					00100	KP		K				NONE
	(6) Audio patch panels	1a			B	00090	KP		K				ADD
	(7) Radio automation equipment	-			A	00110	KP		K				NONE
	(8) Turntables	2b			B	00140	KP						NONE
	(9) Audio special effects equipment	1a/x			-	00240			K	P			NONE
	(10) Compact disk player	A			-	00250			K	P			NONE
						00010	KP		K				NONE
						00070	KP		K				NONE
						00010	KP						REVIEW
						00070	KP		K				

STS FOR AFSC 791X1, MAY 88 (REVISED)

TRA RECOMMENDATIONS

STS NO	STS ITEM	3-LVL			5-LVL			TRA TASK	3-LVL			5-LVL			7-LVL			ACTION
		CRS	CDC	CRS	CDC	CRS	CDC		CRS	CDC	CRS	CDC	CRS	CDC	OJT	CRS	CDC	
b. Operate television equipment																		
	(1) Audio	2b			B			00420	KP			K						NONE
	(2) Studio camera	2b			B			00400	KP			K						NONE
	(3) Lighting																	
	(a) Instruments, types, and uses	1a			A			00440	K			K	P					REVIEW
	(b) Light meter	a			-			00440	K			K	P					REVIEW
	(c) Dimmer panel	1a			A			00440	K			K	P					REVIEW
	(4) Video switchers	2b			B			00430	KP			K						NONE
	(5) Videotape record/playback systems	2b			B			00300	KP			K						NONE
	(6) Vectorscope and wave form monitor	2b			B			00300	KP			K						NONE
	(7) Character generator	2b			A			00330	KP			K						NONE
	(8) Video graphics	1a/x			A			00350	K			K	P					REVIEW
c. Operate electronic field production/journalism equipment	(9) Prompter system	1a			-			00430	KP			K						NONE
	(10) Video storage/retrieval system	1a			B/x			00340	K			K	P					REVIEW
	(11) Frame synchronizer	a/x			B/x			00430	KP			K						REVIEW
	(12) Video patch panel	1a			-			00390	KP			K						REVIEW
	(1) Portable lighting	1a			A			00600	KP			K						NONE
	(2) Camera and tripod	1a			B			00610	KP			K						NONE
	(3) Videotape recorder/playback unit	1a			B			00610	KP			K						NONE
								00610	KP			K						NONE

TRA RECOMMENDATIONS

STS NO	STS ITEM	3-LVL			5-LVL			TRA	3-LVL			5-LVL			7-LVL			***
		CRS	CDC	CRS	CDC	CRS	CDC		CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT	
	(4) Audio equipment	1a				B		00610	KP			K					NONE	
	(5) Portable monitor	1a				B		00610	KP			K					NONE	
	(6) Batteries/Chargers	1a				B		00610	KP			K					NONE	
	(7) Cables and gaffer equipment	1a				B		00610	KP			K		P			NONE	
d.	Operate videotape editing systems	1a				B												
	(1) Control track							00620	KP			K					ADD	
	(2)Electronic time code							00710	KP			K					ADD	
e.	Perform operator maintenance																	
	(1) Audio	1a				B		00650	K			K		P			REVIEW	
	(2) Video	1a				B		00660	K			K		P			REVIEW	
								00670	KP			K						
	COMMUNICATION SKILLS IN RADIO/TELEVISION PRODUCTION																	
	TR: 190-1, DoD 5120.20-R																	
a.	Apply voice delivery techniques	1b				B		00050	KP			K					NONE	
								00070	KP			K						
								00270	KP			K						
								00390	KP			K						
b.	Interpret copy while reading	1b				B		00140	KP								REVIEW	
								00390	KP			K						
c.	Perform as music show host	1b				-		00070	KP			K					NONE	
d.	Use interview skills	1b				-		00110	KP			K					NONE	
								00120	KP			KP						
e.	Read radio news/sports	1b				-		00050	KP			K					REVIEW	
f.	Read television news/sports	1b				-		00390	KP			K					REVIEW	

STS FOR AFSC 791X1, MAY 88 (REVISED)

TRA RECOMMENDATIONS

STS NO	STS ITEM	3-LVL CRS	5-LVL CRS	3-LVL CDC	5-LVL CDC	TRA TASK	3-LVL CRS	5-LVL CRS	3-LVL CDC	5-LVL CDC	TRA TASK	3-LVL CRS	5-LVL CRS	3-LVL CDC	5-LVL CDC	*** ACTION
10.	NEWS OPERATIONS															
	TR: AFR 30-1, 30-30, 35-10, 190-1; DoD 5120.20-R; Associated Press Style Guide															
	a. Apply DoD and USAF news policy	1b			B/x	00020 00380	KP KP	K K								REVIEW
	b. Write local news/sports															
	(1) Radio	1b			-	00020	KP	K								REVIEW
	(2) Television	1b			-	00380	KP	K								REVIEW
	c. Rewrite/edit copy	1b			-	00030 00040 00550	KP KP KP	K K K								REVIEW
	d. Prepare radio actualities and inserts	1b			-											REVIEW
	e. Prepare television	1a			-											REVIEW
	f. Select and prepare visual support	1b			-	00530	KP	K								REVIEW
	g. Block and time presentation	1b			B											REVIEW
	h. Prepare prompter script	1a			-											REVIEW
11.	RADIO AND TELEVISION PRODUCTION															
	TR: AFR 190-1; DoD 5120.20-R															
	a. Develop program concept															
	(1) Identify internal information objective	1a			-	00500	KP	K								REVIEW
	(2) Identify target audience	1a			-	00500	KP	K								REVIEW
	(3) Select appropriate treatment	1a			-	00500	KP	K								REVIEW
	b. Research sources	2b			-	00520	KP	K								REVIEW

STS FOR AFSC 791X1, MAY 88 (REVISED)

TRA RECOMMENDATIONS

STS NO	STS ITEM	3-LVL CRS	3-LVL CDC	5-LVL CRS	5-LVL CDC	TRA TASK	3-LVL CRS	3-LVL CDC	3-LVL OJT	5-LVL CRS	5-LVL CDC	5-LVL OJT	7-LVL CRS	7-LVL CDC	7-LVL OJT	*** ACTION
	c. Write scripts															
	(1) DoD and USAF policy	1a			B/x	00540	KP				K					REVIEW
	(2) Spot announcements	2b			-	00540	KP				K					REVIEW
	(3) Feature material	1a			-	00540	KP				K					REVIEW
	d. Plan, organize and coordinate															
	(1) Personnel responsibilities	1a			-	00580	KP				K					REVIEW
	(2) Material resources	1a			-	00450	KP				K					REVIEW
	(3) Rehearsals	1a			-	00450	KP				K					REVIEW
	(4) Program promotion	1a			-	00630					K	P				REVIEW
	e. Design production aids															
	(1) Graphics	-			A											REVIEW
	(2) Sets	-			A	00460					K	P				NONE
	(3) Props	-			-	00460					K	P				REVIEW
	(4) Special effects	-			A											REVIEW
	f. Accomplish production	1a			B	00620	KP				K					NONE
	g. Evaluation															
	(1) Perform quality assurance review	1a			-	00360	K				K	P				REVIEW
	(2) Analyze mission effectiveness	a			-											NONE
12.	RADIO AND TELEVISION OPERATIONS															
	TR: AFR 190-1; DoD 5120.20-R															
	a. Radio studio operations															
	(1) Follow prescribed format and logs	2b			B/x	00070	KP									REVIEW
						00080	KP									

STS FOR AFSC 791X1, MAY 88 (REVISED)

TRA RECOMMENDATIONS

STS NO1	STS ITEM	3-LVL CRS	5-LVL CRS	3-LVL CDC	5-LVL CDC	TRA TASK	3-LVL CRS	3-LVL OJT	5-LVL CRS	5-LVL OJT	7-LVL CDC	7-LVL OJT	*** ACTION
	(2) Annotate logs	2b			-	00070	KP			K			REVIEW
	(3) Blend music, voice, and sound	1a			B	00010	KP						NONE
						00070	KP			K			
	(4) Perform offline programming												
	(a) Quality control	1a			-								NONE
	(b) Host nation sensitivities	2b			-								NONE
	b. Radio remote operations												
	(1) Follow prescribed format, logs, and checklists	a			B/x	00110	KP			K			REVIEW
						00150				K			
	(2) Blend music, voice, and sound	a			B	00110	KP			K			REVIEW
						00150				K			
	(3) Adapt to changing situations	a			B	00110	KP			K			REVIEW
						00150				K			
	(4) Protect equipment and program materials	b			-								NONE
	c. Television studio operations												
	(1) Follow prescribed format and logs	2b			B/x	00310	KP			K			REVIEW
	(2) Annotate logs	2b			-								NONE
	(3) Select and blend audio sources	1a			B	00320	K			K			NONE
						00420	KP			P			
	(4) Select and blend video sources	1a			B	00310	KP			K			NONE
	(5) Perform offline programming												
	(a) Record					00290	K			K			ADD

STS FOR AFSC 791X1, MAY 88 (REVISED)

TRA RECOMMENDATIONS

STS NO	STS ITEM	3-LVL			5-LVL			3-LVL			5-LVL			7-LVL			***
		CRS	CDC	CRS	CRS	CDC	CRS	CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT	
	(b) Quality control	1a/x				-											REVIEW
	(c) Host nation sensitivities	1a/x				-											REVIEW
	(6) Perform as																
	(a) Audio operator	2b				B											NONE
	(b) Technical director	2b				B											NONE
	(c) Floor manager	2b				B											NONE
	(d) Camera operator	2b				B											NONE
	(e) Talent	2b				B											NONE
	(7) Function as director	1a				B											NONE
	(8) Studio lighting																
	(a) Set up																ADD
	(b) Adjust																ADD
	d. Electronic Field Production operations																
	(1) Follow prescribed checklists	2b				B											NONE
	(2) Record required material																
	(a) "A" roll	2b				B											NONE
	(b) "B" roll	2b				B											NONE
	(c) Audio	2b				B											NONE
	(3) Adapt to changing situations	2b				B											NONE
	(4) Protect equipment	2b				-											REVIEW
	(5) Edit product	2b				B											NONE

APPENDIX A

Task Analysis Worksheets

TASK #: 00010

TASK NOTES: OPERATION OF SOME EQUIPMENT IS TAUGHT AT SCHOOL

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_ _ _			_ _ _			_ _ _		

EQUIPMENT:

RECORDED MATERIAL, HEADSETS OR SPEAKERS, AUDIO CONSOLE, REEL TO REEL, AUDIO CART PLAYER, CASSETTE PLAYER, TURNTABLE, COMPACT DISK (CD) PLAYER, DAILY PROGRAM LOG

REFERENCES:

COMMERCIAL MANUALS, STATION OPERATING INSTRUCTIONS

CONDITIONS: IN STUDIO

CUE: DAILY PROGRAM LOG

CONSTRAINTS: HOST NATION SENSITIVITIES, PACKING LIST

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

A REVIEW DAILY PROGRAM LOG FOR PROGRAM TO BE AIRED
A SELECT PROGRAM MATERIAL
A SELECT EQUIPMENT FOR PLAYBACK
A CUE UP PROGRAM
A PLAY BACK PROGRAM

SKILLS:

S OPERATE AUDIO CONSOLE
S OPERATE TURNTABLE
S OPERATE REEL TO REEL
S OPERATE AUDIO CART PLAYER
S OPERATE CASSETTE PLAYER
S OPERATE COMPACT DISC PLAYER
S OPERATE HEADSETS OR SPEAKER

KNOWLEDGE:

K INTERPRET DAILY PROGRAM LOG
K INTERPRET TEXTBOOK
K INTERPRET COMMERCIAL MANUALS
K INTERPRET STATION OPERATING INSTRUCTIONS
K RECALL STUDIO CONFIGURATION

TASK #: 00020

TASK: WRITE RADIO NEWS OR SPORTS STORIES

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	_K_	___	___	___	___

EQUIPMENT:

RECORDED INFORMATION, RECORDER, TYPEWRITER, MASTER SCHEDULE,
MEDIA RELEASES, NEWS MATERIALS

REFERENCES:

SECTION OI, CHAPTER 16 TELEVISION PRODUCTION

CONDITIONS: IN STUDIO

CUE: MASTER SCHEDULE, SUPERVISOR DIRECTION, PROGRAM NOTE SYSTEM
TELETYPE MESSAGE

CONSTRAINTS: AVAILABILITY OF SIGNAL

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

A REVIEW MASTER SCHEDULE FOR OFFLINE
A EDIT MEDIA RELEASES
A COMPILE NEWS MATERIALS
A RESEARCH TOPIC
A DETERMINE DATES (WHEN RECEIVED, WHEN EVENT OCCURRED, WHEN
AIRED)
A LOCALIZE NEWS OR SPORTS SCRIPT

SKILLS:

S OPERATE RECORDER
S OPERATE TYPEWRITER

KNOWLEDGE:

K INTERPRET SECTION OPERATING INSTRUCTION
K INTERPRET TEXTBOOK
K INTERPRET MASTER SCHEDULE
K APPLY BROADCAST STYLE WRITING TECHNIQUES
K RECALL LOCAL SENSITIVITIES
K RECALL HOST NATION SENSITIVITIES

TASK #: 00030

TASK: EDIT RADIO SCRIPTS

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	___	___	___	___	___

EQUIPMENT:

COMMON OFFICE SUPPLIES, DICTIONARY, THESAURUS, TIMER

REFERENCES:

STATION OI

CONDITIONS: NONE

CUE: NONE

CONSTRAINTS: SCRIPT LENGTH (TOO MUCH OR TOO LITTLE INFORMATION)

JOB STANDARDS:

SCRIPT SHOULD FIT WITHIN TIMECONSTRAINTS AND CONTAIN NO
TECHNICAL ERRORS

ACTIVITIES:

A PROOFREAD SCRIPT
A MARK SCRIPT
A TIME SCRIPT
A SUBMIT SCRIPT FOR APPROVAL

SKILLS:

S OPERATE TIMER

KNOWLEDGE:

K INTERPRET STATION OPERATING INSTRUCTIONS
K INTERPRET COMMERCIAL MANUALS
K RECALL COPY EDITING OR PROOFREADING SYMBOLS
K APPLY BROADCAST STYLE WRITING TECHNIQUES
K INTERPRET DICTIONARY
K INTERPRET THESAURUS

TASK #: 00040

TASK: EDIT MEDIA RELEASES

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	_K_	___	___	___	___

EQUIPMENT:

WORD PROCESSOR, DICTIONARY, THESAURUS, COMMON OFFICE SUPPLIES,
MEDIA RELEASE

REFERENCES:

STATION OPERATING INSTRUCTIONS, DEFENSE INFORMATION SCHOOL
(DINFOS) BROADCAST STYLE GUIDE, DICTIONARY, THESAURUS

CONDITIONS: INDOORS

CUE: NEWS RELEASE REQUIRES AIRING

CONSTRAINTS: HOST NATION SENSITIVITIES

JOB STANDARDS:

IAW DINFOS BROADCAST STYLE GUIDE AND STATION OPERATING
INSTRUCTIONS

ACTIVITIES:

- A COORDINATE WITH PUBLIC AFFAIRS (AS REQUIRED)
- A REVIEW STORY CONTENT
- A CORRECT GRAMMAR
- A LOCALIZE STORY
- A REWRITE STORY IN BROADCAST STYLE
- A REVIEW ORIGINAL STORY FOR FACTUAL CONTENT
- A NOTIFY SUPERVISOR OF SENSITIVE ISSUES (AS REQUIRED)

SKILLS:

- S OPERATE WORD PROCESSOR
- S APPLY BROADCAST WRITINGSKILLS

KNOWLEDGE :

K INTERPRET STATION OPERATING INSTRUCTIONS
K INTERPRET DINFOS BROADCAST STYLE GUIDE
K INTERPRET DICTIONARY
K INTERPRET THESAURUS
K APPLY BROADCAST STYLE WRITING TECHNIQUES
K RECALL EDITING OR PROOFREADING SYMBOLS
K RECALL HOST NATION SENSITIVITIES

TASK #: 00050

TASK: BROADCAST RADIO NEWS OR SPORTS

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	_K_	___	___	___	___

EQUIPMENT:

MICROPHONE, HEADSETS OR SPEAKERS, AUDIO CONSOLE, RECORDER, AUDIO TAPE

REFERENCES:

DOD 5120.20-R, MANUFACTURERS OPERATING INSTRUCTIONS

CONDITIONS: IN STUDIO

CUE: RADIO LOG

CONSTRAINTS: NONE

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A PREPARE STUDIO FOR NEWSCAST OR SPORTSCAST
- A DETERMINE IF NETWORK, LIVE, OR RECORDED NEWSCAST OR SPORTSCAST
- A BROADCAST NETWORK OR RECORDED PROGRAMS
- A ENSURE NETWORK SOURCE
- A CHECK AUDIO LEVELS
- A LISTEN FOR TONE
- A SWITCH TO PROGRAM (NETWORK ONLY)
- A START RECORDER (RECORDED PROGRAMS)
- A PLAY RECORDED NEWSCASTS OR SPORTSCAST
- A BROADCAST LIVE NEWSCASTS OR SPORTSCAST
- A PREPARE NEWS COPY
- A BROADCAST NEWS OR SPORTS
- A CUE NEXT PROGRAM SOURCE
- A PERFORM POST PRODUCTION ACTIONS

SKILLS:

- S OPERATE RECORDER
- S OPERATE MICROPHONE
- S OPERATE HEADSETS OR SPEAKER
- S OPERATE AUDIO CONSOLE

KNOWLEDGE:

- K RECALL NEWSCOPY SELECTION PROCEDURES
- K INTERPRET GOVERNING REGULATIONS
- K INTERPRET MANUFACTURERS MANUALS
- K RECALL STUDIO CONFIGURATION
- K INTERPRET RADIO LOG

TASK #: 00060

TASK: CREATE DJ PROGRAM PLAYLIST

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	_K_	___	___	___	___

EQUIPMENT:

LOCALLY PRODUCED FORM, STATION AUDIO LIBRARY, TRADE
MAGAZINES, PROGRAM WHEEL, STEREO SYSTEM

REFERENCES:

AFRTS PLAYLISTS, RECORD LIBRARY CARD FILE, TRADE MAGAZINES,
STATION FORMAT, PROGRAM WHEEL

CONDITIONS: STATION LIBRARY

CUE: PROGRAM SCHEDULED

CONSTRAINTS: STATION FORMAT, PROGRAM WHEEL, AVAILABILITY OF
REFERENCES, AVAILABILITY AND CONDITION OF MATERIAL
TO BE PLAYED

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A DETERMINE PROGRAM STYLE FROM STATION FORMAT
- A RESEARCH FILES AND LIBRARIES FOR INFORMATIONAL MATERIALS
- A SELECT MUSIC FOR RADIO BROADCASTS
- A PREVIEW MUSIC ELEMENTS (AS REQUIRED)
- A ENSURE ELEMENTS FIT THE PROGRAM FORMAT
- A ANNOTATE SELECTIONS ON LOCALLY PRODUCED FORM

SKILLS:

- S USE CARD FILE
- S USE PROGRAM WHEEL
- S OPERATE STEREO SYSTEM

KNOWLEDGE:

K INTERPRET COMMERCIAL REFERENCES
K INTERPRET AFRTS PLAYLIST
K INTERPRET STATION FORMAT
K MATCH PROGRAM ELEMENT TO PROGRAM FORMAT

TASK #: 00070

TASK: BROADCAST DJ PROGRAM

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_ _ _			_K_ _ _			_ _ _		

EQUIPMENT:

MICROPHONES, HEADSETS OR SPEAKERS, AUDIO CONSOLES, TURNTABLES
CART MACHINE, CD PLAYER, CLOCK, REEL TO REEL, RECORDED
MATERIALS, CONTINUITY BOOK, CASSETTE PLAYER, DAILY
PROGRAM LOG

REFERENCES:

PLAYLIST HOT CLOCK, PROGRAM LOG, STATION OPERATING INSTRUCTIONS,
COMMERCIAL MANUALS

CONDITIONS: IN STUDIO

CUE: PER DAILY PROGRAM LOG

CONSTRAINTS: TIME, RESOURCES, MANPOWER

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A PREPARE STUDIO FOR PROGRAM
- A ANNOTATE LOG
- A REVIEW DAILY PROGRAM LOG FOR AIR TIME
- A REVIEW PLAYLIST
- A SELECT PROGRAM MATERIALS
- A DETERMINE PROGRAM FLOW
- A BROADCAST DJ PROGRAM
- A ANNOUNCE LOCAL INFORMATION (TIME, SPOT READERS, EXCHANGE RATE,
ETC.)
- A FILE PROGRAM MATERIALS

SKILLS:

- S OPERATE TURNTABLES
- S OPERATE AUDIO CONSOLES
- S OPERATE REEL TO REEL
- S OPERATE CART MACHINE
- S OPERATE HEADSETS OR SPEAKERS
- S OPERATE MICROPHONE
- S OPERATE CASSETTE PLAYERS
- S OPERATE CD PLAYER
- S USE VOCAL TECHNIQUES

KNOWLEDGE:

- K INTERPRET DAILY PROGRAM LOG
- K INTERPRET REFERENCES
- K RECALL STUDIO CONFIGURATION
- K RECALL EMERGENCY PROCEDURES

TASK #: 00080

TASK: OFFLINE AUDIO FEED FROM AFRTS

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT

KP_ _ _ _ _ _ _ _ _

EQUIPMENT:

AUDIO TAPES, HEADSETS OR SPEAKER, AUDIO CONSOLE, AUDIO PATCH PANEL AND CORDS, DAILY PROGRAM LOG, AUDIO RECORDER REPRODUCER, OFFLINE SCHEDULE, MASTER SCHEDULE, TAPE DEGAUSSER

REFERENCES:

AFSINCR 190-3, AFBS SUPS, STATION OPERATING INSTRUCTIONS, COMMERCIAL MANUALS

CONDITIONS: IN STUDIO

CUE: MASTER SCHEDULE, SUPERVISOR DIRECTION, PROGRAM NOTE, SYSTEMCUE, TELETYPE MESSAGE, OR OFFLINE SCHEDULE

CONSTRAINTS: AVAILABILITY OF SIGNAL

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A REVIEW MASTER SCHEDULE FOR PROGRAMMING TO BE OFFLINED
- A SELECT APPROPRIATE TAPE(S) FOR OFFLINING
- A BULK ERASE TAPE (FOR BROADCAST QUALITY)
- A LOAD TAPE IN RECORDER
- A FEED SIGNAL THROUGH AUDIO TAPE MACHINE
- A SET RECORD LEVELS USING 1000 HZ TONE
- A SET AUDIO TAPE MACHINE TO RECORD MODE
- A SET TIMER AND OR COUNTER ON RECORDER
- A ENSURE AUDIO CONSOLE IS NEUTRAL TO LIMIT RECORDING TO REQUIRED PROGRAM
- A RECORD PROGRAM
- A MONITOR QUALITY OF RECORDINGS
- A REVIEW RECORDING FOR HOST NATION SENSITIVITIES
- A ANNOTATE DAILY PROGRAM LOG

ACTIVITIES:

A LABEL TAPE
A FILE TAPE

SKILLS:

S OPERATE AUDIO CONSOLE
S OPERATE AUDIO PATCH PANEL AND CORDS (AS REQUIRED)
S OPERATE HEADSETS OR SPEAKER
S OPERATE AUDIO RECORDER REPRODUCER
S OPERATE TAPE DEGAUSSER

KNOWLEDGE:

K INTERPRET MASTER SCHEDULE
K CALCULATE LOCAL TIME FROM UNIVERSAL TIME CODE (UTC)
K INTERPRET GOVERNING REGULATIONS
K INTERPRET COMMERCIAL MANUALS
K DISCERN SERVICEABLE AUDIO TAPE
K RECALL STUDIO CONFIGURATION
K RECALL HOST NATION SENSITIVITIES

TASK #: 00090

TASK: DUPLICATE AUDIO TAPES

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	_K_	___	___	___	___

EQUIPMENT:

CART MACHINE AND CARTS, PATCH PANEL AND CORDS, AUDIO CONSOLE,
TWO (2) REEL TO REELS, TAPE DEGAUSSER, TAPES, HEADSETS OR
SPEAKERS

REFERENCES:

STATION OPERATING INSTRUCTIONS, COMMERCIAL MANUALS

CONDITIONS: IN STUDIO

CUE: BASED ON PRODUCTION NEEDS

CONSTRAINTS: NONE

JOB STANDARDS:

IAW REFERENCES LISTED

ACTIVITIES:

- A SELECT TAPES FOR DUBBING
- A DEGAUSS (ERASE) RECORDING TAPE
- A SELECT PLAYBACK AND RECORD EQUIPMENT
- A LOAD TAPES
- A SELECT PLAYBACK AND RECORD MODES
- A SET PLAYBACK AND RECORD LEVELS
- A CUE PLAYBACK TAPE
- A SELECT TAPE SPEED
- A START RECORDER
- A START PLAYBACK
- A REWIND TAPE
- A REVIEW RECORDING
- A LABEL TAPE
- A FILE TAPE

SKILLS:

- S OPERATE REEL TO REEL
- S OPERATE CART MACHINE
- S OPERATE AUDIO CONSOLE
- S OPERATE HEADSETS OR SPEAKER
- S OPERATE TAPE DEGAUSSER
- S OPERATE PATCH PANEL AND CORDS

KNOWLEDGE:

- K INTERPRET COMMERCIAL MANUALS
- K INTERPRET STATION OPERATING INSTRUCTIONS
- K DISCERN SERVICEABLE AUDIO TAPE
- K RECALL STUDIO CONFIGURATION

TASK #: 00100

TASK: EDIT AUDIO TAPES

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	_K_	___	___	___	___

EQUIPMENT:

SPLICING TAPE, SPLICING BLOCK, RAZOR BLADE, GREASE PEN, EDIT MACHINE, REEL TO REEL, HEADSETS OR SPEAKER

REFERENCES:

TELEVISION PRODUCTION

CONDITIONS: IN STUDIO

CUE: AS REQUIRED

CONSTRAINTS: NONE

JOB STANDARDS:

TAPE AFTER SPLICE SHOULD HAVE SUFFICIENT QUALITY TO BE REUSED OR AIRED (AIR QUALITY)

ACTIVITIES:

- A LOAD TAPE
- A PLAY TAPE
- A SELECT EDIT POINTS
- A MARK EDIT POINTS USING GREASE PEN
- A CUT TAPE
- A SPLICE TAPE (AVOID TOUCHING INSIDE OF SPLICE TAPE)
- A CHECK SPLICE

SKILLS:

- S OPERATE REEL TO REEL
- S OPERATE HEADSETS OR SPEAKER
- S USE SPLICING BLOCK
- S USE SPLICE TAPE
- S OPERATE EDIT MACHINE

KNOWLEDGE:

- K APPLY SAFETY PROCEDURES (USING RAZOR BLADE)
- K IDENTIFY TAPE HEADS
- K IDENTIFY TAPE RECORDING SIDE
- K INTERPRET TEXTBOOK

TASK #: 00110

TASK: CONDUCT REMOTE OR IN-STUDIO RADIO INTERVIEWS

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	_K_	___	___	___	___

EQUIPMENT:

MICROPHONES, REMOTE EQUIPMENT, AUDIO RECORDERS, AUDIO CONSOLE,
HEADSETS OR SPEAKERS, WORD PROCESSOR (AS REQUIRED)

REFERENCES:

AFR 190-1, STATION OPERATING INSTRUCTION, COMMERCIAL MANUALS,
AUDIENCE SURVEYS

CONDITIONS: ALLCONDITIONS, INSIDE OR OUTSIDE OF STUDIO

CUE: AS REQUESTED OR SCHEDULED

CONSTRAINTS: AVAILABILITY OF INTERVIEWEE, WEATHERCONDITIONS,
HOST NATION SENSITIVITIES, TIME

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A OBTAIN CONSENT
- A ANALYZE AUDIENCE
- A RESEARCH MATERIALS FOR INTERVIEWS
- A WRITE QUESTIONS
- A COORDINATE QUESTIONS (AS REQUIRED)
- A SCHEDULE INTERVIEW
- A PACK OR UNPACK EQUIPMENT (FOR REMOTE)
- A CONDUCT SITE SURVEY (FOR REMOTE)
- A PREPARE STUDIO
- A SELECT AND PLACE MICROPHONES
- A SELECT ACCEPTABLE AUDIO LEVEL
- A START RECORDER (AS REQUIRED)
- A READ PRIVACY ACT STATEMENT TO INTERVIEWEE (AS REQUIRED)
- A CONDUCT INTERVIEWS
- A REVIEW RECORDED INTERVIEW (AS REQUIRED)

ACTIVITIES:

A LABEL TAPE
A FILE TAPE

SKILLS:

S OPERATE WORD PROCESSOR
S OPERATE MICROPHONES
S OPERATE AUDIO CONSOLES
S OPERATE HEADSETS OR SPEAKERS
S OPERATE REMOTE EQUIPMENT
S OPERATE AUDIO RECORDERS

KNOWLEDGE:

K ASSOCIATE MICROPHONE TYPES TO APPLICATIONS
K RECALL ACCEPTABLE AUDIO LEVELS
K INTERPRET REFERENCES
K RECALL STUDIO CONFIGURATION
K DETERMINE PROGRAM FLOW
K APPLY INTERVIEW PROCEDURES
K INTERPRET PRIVACY ACT POLICY

TASK #: 00120

TASK: CONDUCT IN-STUDIO TELEPHONE RADIO INTERVIEW

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
—	—	—	—	<u>K</u>	<u>P</u>	—	—	—

EQUIPMENT:

MICROPHONES, HEADSETS OR SPEAKERS, AUDIO CONSOLE, REEL TO REEL,
PATCH PANEL, TELEPHONE INTERFACE, TELEPHONE

REFERENCES:

DOD 5120.20-R, AFSINCR 190-3, AFR 190-1, STATION OPERATING
INSTRUCTIONS, COMMERCIAL MANUALS

CONDITIONS: IN STUDIO

CUE: AS REQUIRED

CONSTRAINTS: AVAILABILITY OF INTERVIEWEE, AVAILABILITY AND
QUALITY OF PHONE LINES

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A DETERMINE TOPIC
- A RESEARCH TOPIC
- A COORDINATE INTERVIEW
- A DETERMINE SCRIPT STYLE
- A WRITE SCRIPT
- A PREPARE STUDIO
- A OBTAIN CONSENT FROM INTERVIEWEE
- A START RECORDER OR AIR PROGRAM LIVE (AS REQUIRED)
- A READ PRIVACY ACT STATEMENT TO INTERVIEWEE
- A EXPLAIN PURPOSE AND INTENT OF INTERVIEW TO INTERVIEWEE
- A CONDUCT INTERVIEW
- A STOP RECORDER
- A REVIEW RECORDED INTERVIEW WITH INTERVIEWEE
- A LABEL TAPE
- A FILE TAPE

SKILLS:

- S OPERATE REEL TO REEL
- S OPERATE MICROPHONE
- S OPERATE HEADSETS OR SPEAKER
- S OPERATE AUDIO CONSOLE
- S OPERATE PATCH PANEL
- S OPERATE TELEPHONE
- S OPERATE TELEPHONE INTERFACE

KNOWLEDGE:

- K INTERPRET REFERENCES
- K RECALL STUDIO CONFIGURATION
- K APPLY INTERVIEW TECHNIQUES
- K APPLY SCRIPT WRITING PROCEDURES (TASK # 00020)
- K INTERPRET PRIVACY ACT POLICY

TASK #: 00130

TASK: RECORD "BEEPER" RADIO NEWS OR SPORTS REPORTS

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
—	—	—	—	<u>K</u>	<u>P</u>	—	—	—

EQUIPMENT:

AUDIO CONSOLE, REEL TO REEL, BLANK TAPE, CART MACHINE,
BULK ERASER, TELEPHONE INTERFACE, TELEPHONE

REFERENCES:

STATION OPERATING INSTRUCTIONS, COMMERCIAL MANUALS

CONDITIONS: IN PRODUCTION STUDIO

CUE: NEWS STORY RECEIVED OR SCHEDULED (NORMALLY STORY THAT IS
TOO REMOTE FOR CAMERA CREW)

CONSTRAINTS: AVAILABILITY AND CONDITION OF PHONE LINE

JOB STANDARDS:

IAW REFERENCES, IAW BROADCAST INDUSTRY STANDARDS

ACTIVITIES:

- A ARRANGE STUDIO TIME
- A BULK ERASE AUDIO TAPE
- A LOAD TAPE ON TAPE DECK
- A SET TAPE DECK FOR RECORDING
- A SET AUDIO LEVELS
- A SET UP TELEPHONE INTERFACE
- A TEST LINE AND AUDIO LEVEL
- A RECORD INFORMATION
- A REWIND TAPE
- A QUALITY CONTROL TAPE
- A RELEASE PHONE LINE
- A EDIT TAPE
- A WRITE INTRODUCTION SCRIPT
- A DUB TAPE TO CART
- A AIR PRODUCT (ENSURE CREDITS ARE GIVEN)

SKILLS:

- S OPERATE AUDIO CONSOLE
- S OPERATE REEL TO REEL
- S OPERATE CART MACHINE
- S OPERATE TELEPHONE INTERFACE
- S OPERATE TELEPHONE
- S OPERATE BULK ERASER

KNOWLEDGE:

- K INTERPRET REFERENCES
- K APPLY SCRIPT WRITING PROCEDURES (TASK # 00020)
- K APPLY EDITING PROCEDURES (TASK # 00030)
- K APPLY STANDARDS FOR BROADCAST QUALITY

TASK #: 00140

TASK: BROADCAST RADIO FEATURE OR SPECIAL EVENT

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	___	___	___	___	___

EQUIPMENT:

CASSETTE PLAYER, CASSETTE TAPE, CART MACHINE, MICROPHONE, HEADSETS
OR SPEAKERS, AUDIO CONSOLE, WORD PROCESSOR, REEL TO REEL, TAPE
DEGAUSSER, SPLICING TAPE, SPLICING BLOCK, RAZOR BLADE, GREASE PEN

REFERENCES:

DOD 5120 .20-R, AFR 190-3, STATION AND SECTION OPERATING
INSTRUCTIONS, DINFOS BROADCAST WRITING STYLE GUIDE

CONDITIONS: IN STUDIO

CUE: AS REQUIRED OR REQUESTED (SPECIAL OR HOLIDAY EVENT)

CONSTRAINTS: HOST NATION SENSITIVITIES

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A ANALYZE AUDIENCE
- A REQUEST CONSENT AGREEMENT
- A COORDINATE COVERAGE OF EVENT
- A DETERMINE SCRIPT REQUIREMENTS
- A COORDINATE EVENT WITH PERSONNEL INVOLVED
- A CONDUCT SITE SURVEY (REMOTE)
- A CONDUCT CONFERENCE (IF REQUIRED)
- A RESEARCH SUBJECT, TOPICS
- A WRITE SCRIPT
- A SELECT BACKGROUND MUSIC OR SOUND EFFECTS
- A WRITE QUESTIONS (IF REQUIRED)
- A EDIT SCRIPT OR QUESTIONS
- A PREPARE STUDIO
- A SELECT AND PLACE MICROPHONES
- A PRE-SET AUDIO LEVELS
- A ENSURE PROGRAMED MATERIALS ARECUE

ACTIVITIES:

- A PREPARE RECORDING TAPE (IF RECORDED)
- A EDIT RECORDED MATERIAL (USING SPLICING MATERIALS)
- A LABEL TAPE
- A FILE TAPE
- A BROADCAST RADIO FEATURE OR SPECIAL EVENT

SKILLS:

- S OPERATE MICROPHONES
- S OPERATE CASSETTE PLAYER
- S OPERATE TAPE DEGAUSSER
- S OPERATE HEADSETS OR SPEAKERS
- S OPERATE REEL TO REEL
- S OPERATE AUDIO CONSOLE
- S OPERATE SPLICING BLOCK
- S OPERATE WORD PROCESSOR
- S OPERATE CART MACHINE

KNOWLEDGE:

- K INTERPRET GOVERNING REGULATIONS
- K INTERPRET DINFOS BROADCAST STYLE GUIDE
- K ASSOCIATE MICROPHONE TYPES WITH APPLICATIONS
- K APPLY BROADCASTING TECHNIQUES
- K APPLY EDITING TECHNIQUES
- K APPLY RESEARCH TECHNIQUES
- K RECALL HOST NATION SENSITIVITIES

TASK #: 00150

TASK: BROADCAST REMOTE RADIC FEATURE OR SPECIAL EVENT

TASK NOTES:

PATCH PANEL AND EMERGENCY GENERATOR LISTED BELOW AS EQUIPMENT ARE NORMALLY OPERATED BY MAINTENANCE TECHNICIANS AND ARE NOTSKILLS REQUIRED BY THIS FIELD.

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
—	—	—	—	K	P	—	—	—

EQUIPMENT:

STANDARD AND WIRELESS MICROPHONES WITH WIND SCREEN, IN-STUDIO AND REMOTE AUDIO CONSOLES, STANDARD ON-AIR STUDIO EQUIPMENT, DEDICATED PHONE LINE, STANDARD AND WIRELESS HEADSETS, PROGRAM MATERIALS, VEHICLE, PATCH PANEL, TABLE AND CHAIRS, EMERGENCY GENERATOR, AF FORM 1070

REFERENCES:

DOD 5120.20-R, AFR 190-3, STATION OPERATING INSTRUCTIONS, DINFOS BROADCAST WRITING STYLE GUIDE

CONDITIONS: ALLCONDITIONS, OUTSIDE

CUE: MAJOR COMMUNITY AND SPORTING EVENTS AND UPON REQUEST

CONSTRAINTS: WEATHER, AVAILABILITY OF PHONE LINES, AND INADEQUATE JUSTIFICATION

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A REVIEW OPERATING INSTRUCTIONS FOR REMOTE PRODUCTION
- A CLEAR REQUEST WITH PROGRAM DIRECTOR AND STATION MANAGER
- A ENSURE REQUEST MEETS STANDARDS OUTLINED IN DOD 5120.20-R
- A CONDUCT PLANNING CONFERENCES (AS REQUIRED)(TASK # 00490)
- A SUBMIT REQUEST FOR PHONE LINE (AF 1070)
- A COORDINATE WITH MAINTENANCE TECHNICIANS
- A DETERMINE EQUIPMENT AVAILABILITY AND SERVICEABILITY
- A RESERVE TRANSPORTATION
- A DETERMINE SCRIPT REQUIREMENTS
- A PREPARE TALENT SCHEDULE

ACTIVITIES:

- A PRODUCE PROMOTIONS FOR EVENT
- A CONDUCT SITE SURVEY (REMOTE)
- A RESEARCH SUBJECT(S), TOPIC(S)
- A WRITE SCRIPT
- A SELECT BACKGROUND MUSIC OR SOUND EFFECTS (AS REQUIRED)
- A WRITE QUESTIONS (AS REQUIRED)
- A EDIT SCRIPT OR QUESTIONS (TASK # 00030)
- A ENSURE PHONE LINE IS INSTALLED AND SERVICEABLE
- A PACK EQUIPMENT TO INCLUDE EXTRA BATTERIES
- A RUN LOCAL CHECKLIST
- A BROADCAST RADIO FEATURE OR SPECIAL EVENT
- A RESTORE SITE TO ORIGINAL CONDITION AFTER BROADCAST

SKILLS:

- S OPERATE STANDARD ON-AIR STUDIO EQUIPMENT
- S OPERATE STANDARD AND WIRELESS MICROPHONES
- S OPERATE IN-STUDIO AND REMOTE AUDIO CONSOLES
- S OPERATE STANDARD AND WIRELESS HEADSETS

KNOWLEDGE:

- K RECALL COORDINATION PROCEDURES
- K INTERPRET GOVERNING REGULATIONS
- K INTERPRET DINFOS BROADCAST WRITING STYLE GUIDE
- K INTERPRET LOG
- K APPLY SITE SURVEY PROCEDURES SUCH AS DETERMINING OUTLETS OR
ALTERNATE LOCATIONS
- K APPLY MICROPHONE POSITIONING TECHNIQUES
- K RECALL BROADCASTING TECHNIQUES
- K RECALL EDITING TECHNIQUES
- K RECALL HOST NATION SENSITIVITIES
- K RECALL RESEARCH TECHNIQUES

TASK #: 00160

TASK: RECEIVE AFRTS RADIO PROGRAM MATERIAL

TASK NOTES:

RADIO MATERIALS ARE DESTROYED AFTER OPERATE. SOME RADIO MATERIALS ARE FORWARDED DEPENDING ON THE TYPE OF CIRCUIT AND STATION LOCATION WITHIN THE CIRCUIT. NORMALLY, ONLY TELEVISION MATERIALS ARE SHIPPED OUT.

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
<u>_K_</u>	<u> </u>	<u> </u>	<u> </u>	<u>_K_</u>	<u>_P_</u>	<u> </u>	<u> </u>	<u> </u>

EQUIPMENT:

TURNTABLE (TO INSPECT MATERIALS FOR DAMAGE)

REFERENCES:

SECTION OPERATING INSTRUCTION

CONDITIONS: INSIDE

CUE: UPON RECEIPT

CONSTRAINTS: DAMAGED MATERIAL

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A PICK UP MATERIALS FROM TRANSPORTATION MANAGEMENT OFFICE (TMO)
OR BASE INFORMATION TRANSFER SYSTEM (BITS)
- A INVENTORY PACKAGE FOR EXACT CONTENTS
- A INSPECT MATERIALS FOR DAMAGE
- A PLAY THE RECORDING (AS REQUIRED)
- A LOG MATERIAL IN
- A SORT MATERIAL TO BE FILED OR AIRED
- A FILE MATERIAL
- A DESTROY MATERIAL AFTER OPERATE (AS REQUIRED)(TASK 00180)

SKILLS:

S OPERATE TURNTABLE

KNOWLEDGE:

K INTERPRET SECTION OPERATING INSTRUCTIONS
K APPLY INVENTORY PROCEDURES
K RECALL INSPECTION PROCEDURES
K RECALL FILING PROCEDURES
K APPLY COPYRIGHT LAWS

TASK #: 00170

TASK: SHIP AND RECEIVE TV PROGRAM MATERIAL (VIA SATNET, MAIL OR TMO)

TASK NOTES:

NORMALLY TV MATERIALS ARE SHIPPED ON TO ANOTHER LOCATION.
THE VEHICLE IS USED TO TRANSPORT MATERIALS.

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
—	—	—	—	K	P	—	—	—

EQUIPMENT:

VEHICLE, LABELS, TAPE, RAZOR BLADE, METAL SEALS, INVENTORY,
BRIDGING SWITCHER, AUDIO PANEL, TV MONITOR, NET ALERT SYSTEM,
VIDEO TAPE RECORDER (VTR), PACKING LIST, COMMON OFFICE SUPPLIES

REFERENCES:

DOD 5120.20-R, STATION OPERATING INSTRUCTIONS

CONDITIONS: INSIDE

CUE: SATNET BOARD, NET ALERT SYSTEM, MESSAGE, WHEN MATERIAL NO
LONGER NEEDED, SUSPENSE DATE ON MATERIAL

CONSTRAINTS: AVAILABILITY OF SIGNAL, STATION SATNET EQUIPED,
MATERIALS NOT RECEIVED ON TIME

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

A FOR RECEIVING PROGRAM MATERIALS VIA MAIL
A PICK UP MATERIALS AT POST OFFICE OR TMO
A INVENTORY MATERIAL
A CHECK FOR DAMAGE
A CHECK PROGRAM CONTENT FOR HOST NATION SENSITIVITY (AS
REQUIRED)
A FILE MATERIALS
A FOR RECEIVING PROGRAM MATERIALS VIA SATNET (TASK # 00290)
A FOR SHIPPING PROGRAM MATERIALS

ACTIVITIES:

- A FAST FORWARD ALL TAPES
- A REPACK MATERIALS
- A GENERATE PACKING LIST (FOR DUFFAC)
- A LABEL CONTAINER
- A SEAL OR SECURE CONTAINER
- A MAIL PACKAGE (NOTE: FOR SATNET MATERIALS CONSULT DOD
5120.20-R FOR SHIPPING AUTHORIZATION)
- A DOCUMENT SHIPMENT

SKILLS:

- S OPERATE VTR
- S OPERATE BRIDGING SWITCHER
- S OPERATE AUDIO PANEL
- S OPERATE TV MONITOR
- S OPERATE NET ALERT SYSTEM
- S OPERATE VEHICLE (AS REQUIRED)
- S USE METAL SEALS

KNOWLEDGE:

- K INTERPRET REFERENCES
- K RECALL HOST NATION SENSITIVITIES
- K RECALL FILING PROCEDURES
- K APPLY SAFETY PROCEDURES (LIFTING, USING SHARP OBJECTS)

TASK #: 00180

TASK: DESTROY AFRTS PROGRAM MATERIAL

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
<u> K </u>	<u> </u>	<u> </u>	<u> </u>	<u> K </u>	<u> P </u>	<u> </u>	<u> </u>	<u> </u>

EQUIPMENT:

DEGAUSSER, WORD PROCESSOR, INVENTORY

REFERENCES:

AFRTS-BC INSTRUCTIONS

CONDITIONS: INSIDE

CUE: AS REQUIRED

CONSTRAINTS: NONE

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A COMPILE INVENTORY
- A DEFACE OR DEGAUSS RECORDED MATERIAL (WITH WITNESS AS REQUIRED)
- A RETAIN OR DESTROY REELS (AS REQUIRED)
- A PREPARE CERTIFICATE OF DESTRUCTION
- A FORWARD COPY TO AFRTS-BC
- A FILE COPY OF INVENTORY AND CERTIFICATE

SKILLS:

- S OPERATE WORD PROCESSOR
- S OPERATE DEGAUSSER

KNOWLEDGE:

- K INTERPRET REFERENCES
- K DETERMINE FILING PROCEDURES
- K ASSOCIATE MEDIA WITH MATERIAL DESTRUCTION PROCEDURES
- K IDENTIFY FORM TO BE USED FOR INVENTORY AND CERTIFICATE OF DISTRIBUTION

TASK #: 00190

TASK: PERFORM INVENTORY OF AFRTS PROGRAM MATERIAL

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
—	—	—	—	_K_	_P_	—	—	—

EQUIPMENT:

WORD PROCESSOR OR TYPEWRITER, COMMON OFFICE SUPPLIES

REFERENCES:

DOD 5120.20-R APPENDIX F.

CONDITIONS: INSIDE

CUE: PERFORMED BIENNIAL FOR RADIO AND ANNUAL FOR TELEVISION
OR AS REQUIRED

CONSTRAINTS: NONE

JOB STANDARDS:

IAW REFERENCES, 100 PERCENT HANDS ON INVENTORY, ALL ITEMS MUST BE
ACCOUNTED FOR

ACTIVITIES:

A CONDUCT INVENTORY
A REPORT INVENTORY TO AFRTS-BC

SKILLS:

S OPERATE WORD PROCESSOR OR TYPEWRITER

KNOWLEDGE:

K INTERPRET REFERENCES
K RECALL INVENTORY PROCEDURES
K RECALL INVENTORY REPORTING PROCEDURES

TASK #: 00200

TASK: PREPARE AND SUBMIT WORKLOAD FACTOR REPORTS

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
—	—	—	—	—	—	KP_	—	—

EQUIPMENT:

TIME CALCULATOR, TIME CONVERSION CHART, STANDARD FORM FROM DOD 5122.10-R (IF ACCOMPLISHED MANUALLY), COMPUTER WITH ORGANIZATIONAL NETWORK OF EXTENDED TERMINALS (ONET) SYSTEM, PRINTER

REFERENCES:

DOD 5122.10-R (CHAPTER 6 FOR MANUAL APPLICATIONS), SQUADRON OR STATION OPERATING INSTRUCTIONS

CONDITIONS: INSIDE

CUE: MONTHLY REQUIREMENT

CONSTRAINTS: COMPUTER DOWN

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A COMPILE DAILY TIMES (BY HAND OR BY COMPUTER)
- A ADD DAILY TIMES AT END OF MONTH FOR MONTHLY TIME
- A COMPLETE FORM (IF ACCOMPLISHED MANUALLY)
- A ENTER INTO COMPUTER (IF ACCOMPLISHED BY COMPUTER)
- A VALIDATE ENTRIES
- A PRINT RESULTS (IF ACCOMPLISHED BY COMPUTER)
- A TRANSFER DATA TO ONET SYSTEM
- A CREATE MOMES AND WORKLOAD FACTOR ANALYSIS REPORTS
- A REVIEW REPORTS FOR SIGNIFICANT DEVIATIONS FROM PREVIOUS MONTH
- A REPORT SIGNIFICANT DEVIATIONS
- A SUBMIT REPORTS TO STATION MANAGER
- A COMBINE RADIO AND TV REPORT (AS REQUIRED)
- A SEND TO SQUADRON HQ (AS REQUIRED)

SKILLS:

S OPERATE COMPUTER
S OPERATE PRINTER
S OPERATE ONET SYSTEM
S OPERATE CALCULATOR

KNOWLEDGE:

K INTERPRET REFERENCES
K INTERPRET TIME CHART
K ASSOCIATE FORM TO MANUAL OR AUTOMATED PROCEDURES

TASK #: 00210

TASK: PREPARE RADIO OR TV DAILY OPERATION LOGS

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
—	—	—	—	—	KP_	—	—	—

EQUIPMENT:

WORD PROCESSOR, PRINTER, ONET COMPUTER, CALCULATOR

REFERENCES:

DOD 5120.20-R, AFSINCR 190-3, SQUADRON SUPP'S, STATION OPERATING INSTRUCTIONS

CONDITIONS: INSIDE

CUE: REGULATION REQUIREMENT

CONSTRAINTS: NONE

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A REVIEW MASTER PROGRAM LOG
- A UPDATE LOG TO REFLECT CURRENT SCHEDULE
- A CHANGE SPOT ANNOUNCEMENTS AS REQUIRED
- A PRINT NEW LOG
- A SUBMIT TO NCOIC FOR REVIEW (AS REQUIRED)

SKILLS:

- S OPERATE ONET SYSTEM
- S OPERATE WORD PROCESSOR (AS REQUIRED)
- S OPERATE PRINTER (AS REQUIRED)
- S OPERATE CALCULATOR

KNOWLEDGE:

K INTERPRET REFERENCES

TASK #: 00220

TASK: PREPARE OR MAINTAIN CONTINUITY BOOKS

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
—	—	—	—	—	KP_	—	—	—

EQUIPMENT:

COMPUTER WITH DATABASE SYSTEM, BINDER, TYPEWRITER, SQUADRON
FORM, READER BOOK

REFERENCES:

DOD 5120.20-R, STATION OPERATING INSTRUCTIONS

CONDITIONS: INSIDE

CUE: UPON REQUEST

CONSTRAINTS: NONE

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A CHECK DATE OF EVENT
- A LOG IN READER BOOK
- A ASSIGN SPOT NUMBER
- A TYPE READER (OPERATE SQUADRON READER)
- A DISTRIBUTE TO RADIO AND TELEVISION FOR BROADCASTING
- A FILE READER (FOR SPECIFIED PERIOD OF TIME)

SKILLS:

- S OPERATE TYPEWRITER (AS REQUIRED)
- S OPERATE PERSONAL COMPUTER

KNOWLEDGE:

- K INTERPRET REFERENCES
- K RECALL FILING PROCEDURES
- K APPLY WRITINGSKILLS
- K APPLY COMPUTER SOFTWARE OPERATIONAL PROCEDURES
- K APPLY READER BOOK ANNOTATION PROCEDURES

TASK #: 00230

TASK: PREPARE OR MAINTAIN MASTER SCHEDULES

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
—	—	—	—	—	KP_	—	—	—

EQUIPMENT:

WORD PROCESSOR

REFERENCES:

DOD 5120.20-R AND DOD 5120.20-R APPENDIX F, STATION OPERATING INSTRUCTIONS

CONDITIONS: INSIDE

CUE: AS REQUIRED FOR PUBLICATION

CONSTRAINTS: NUMEROUS LAST MINUTE CHANGES DUE TO SPORTING AND SPECIAL EVENTS

JOB STANDARDS: SCHEDULE SHOULD BE SUBMITTED IN A TIMELY MANNER TO INFORM PUBLIC OF SCHEDULED PROGRAM, PROGRAMS SHOULD REFLECT AUDIENCE APPEAL

IAW REFERENCES

ACTIVITIES:

- A ASSIGN A SHIPMENT NUMBER, TW/D WEEKLY (TWICE DAILY WEEKLY)
- A DETERMINE POPULARITY, CONTENT, AND TARGET OF PROGRAMMING
- A UPDATE TEMPLATE, SCHEDULE (FOR TV)
- A UPDATE PREVIOUS SCHEDULE TO CREATE NEW SCHEDULE
- A PRINT NEW SCHEDULE
- A CREATE LOCAL RADIO, TELEVISION GUIDE (AS REQUIRED)
- A SUBMIT TO STATION MANAGER FOR APPROVAL
- A SUBMIT ADVANCE SCHEDULE TO MEDIA (ALLOW FOR LEAD TIME)
- A SUBMIT PRODUCT TO REPRODUCTION FOR PRINT
- A DISTRIBUTE SCHEDULE TO LOCAL AREA OR SITES AS REQUIRED

SKILLS:

S OPERATE OF WORD PROCESSOR (ONET SYSTEM)

KNOWLEDGE:

- K INTERPRET LOCAL AND COMMAND PROGRAMMING REQUIREMENTS
- K RECALL HOST NATION SENSITIVITIES
- K RECALL REPRODUCTION WORK REQUEST PROCEDURES

TASK #: 00240

TASK: POWER UP RADIO AUTOMATION SYSTEM

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
—	—	—	—	_K_	_P_	—	—	—

EQUIPMENT:

PERSONAL COMPUTER (PC), RADIO AUTOMATION COMPUTER

REFERENCES:

OPERATORS MANUAL, STATION OPERATING INSTRUCTIONS

CONDITIONS: IN STUDIO

CUE: POWER OUTAGE

CONSTRAINTS: NONE

JOB STANDARDS:

IAW REFERENCES, MUST FOLLOW MENU ON COMPUTER

ACTIVITIES:

A BOOT UP MAIN COMPUTER (FOLLOW COMPUTER MENU)
A CHANGE TIME AND DATE REFERENCES ON BOTH COMPUTERS
A MONITOR SYSTEM TO ENSURE BROADCAST HAS CONTINUED

SKILLS:

S OPERATE PC
S OPERATE RADIO AUTOMATION COMPUTER

KNOWLEDGE:

K INTERPRET REFERENCES

TASK #: 00250

TASK: PROGRAM RADIO AUTOMATION SYSTEM FOR SPECIAL EVENT

TASK NOTES:

DO NOT INTERRUPT SPECIAL EVENT WITH SCHEDULED NEWS

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
___	___	___	___	<u>K</u>	<u>P</u>	___	___	___

EQUIPMENT:

CART WITH DESIRED PROGRAM

REFERENCES:

OPERATORS MANUAL

CONDITIONS: IN STUDIO

CUE: AS REQUIRED

CONSTRAINTS: NONE

JOB STANDARDS:

IAW REFERENCES, PROGRAM OR NEWSCAST SHOULD FOLLOW SPECIAL EVENT

ACTIVITIES:

A LOAD CART IN DESIGNATED SLOT
A SET COMPARE TIME FACTOR

SKILLS:

S OPERATE COMPUTER
S OPERATE CART MACHINE

KNOWLEDGE:

K INTERPRET REFERENCES
K RECALL COMPARE TIME FACTOR SETTING PROCEDURES
K RECALL CART RECORDING PROCEDURES
K RECALL CART MACHINE OPERATIONAL PROCEDURES

TASK #: 00260

TASK: ISOLATE RADIO AUTOMATION SYSTEM MALFUNCTION

TASK NOTES:

THIS SYSTEM IS BEING PHASED OUT AT SOME INSTALLATIONS AND IS DIFFICULT TO KEEP UP AND RUNNING WHERE IT IS USED.

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
—	—	—	—	—	KP_	—	—	—

EQUIPMENT:

RADIO AUTOMATION SYSTEM, PERSONAL COMPUTER, RADIO AUTOMATION COMPUTER

REFERENCES:

OPERATORS MANUAL

CONDITIONS: IN AUTOMATION ROOM, RADIO AUTOMATION SYSTEM UP AND RUNNING

CUE: ALARM IS SOUNDING

CONSTRAINTS: NONE

JOB STANDARDS:

IAW REFERENCES, SYSTEM SHOULD BE RUNNING AS PROGRAMED

ACTIVITIES:

- A RESET ALARM USING ALARM RESET BUTTON
- A READ ERROR MESSAGE ON COMPUTER SCREEN (UNDER COLUMN ABORTED EVENTS)
- A DETERMINE ERROR LINE NUMBER FROM COMPUTER
- A QUERY EVENT BY PRESSING QUERY EVENT BUTTON
- A TYPE IN ERROR LINE NUMBER OF EVENT ON COMPUTER
- A DETERMINE SOURCE NUMBER WITH ERROR
- A TROUBLESHOOT SOURCE
- A IF EQUIPMENT MALFUNCTION:
 - A REFER TO OPERATORS MANUAL
 - A SUBMIT AFTO FORM 349 TO MAINTENANCE (AS REQUIRED)
- A IF NOT EQUIPMENT MALFUNCTION:

ACTIVITIES:

- A RETURN TO COMPUTER
- A PRESS ESCAPE MODE
- A PRESS CONTROL - LOG
- A DETERMINE PROGRAM ERROR
- A NOTIFY PERSON RESPONSIBLE FOR PROGRAMING AUTOMATION SYSTEM

SKILLS:

- S OPERATE RADIO AUTOMATION SYSTEM
- S OPERATE RADIO AUTOMATION COMPUTER
- S OPERATE PERSONAL COMPUTER

KNOWLEDGE:

- K INTERPRET OPERATORS MANUAL
- K RECALL THEORY OF FM AUTOMATION SYSTEMS OPERATIONS

TASK #: 00270

TASK: RECORD VOICE AND AUDIO WORK

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	_K_	___	___	___	___

EQUIPMENT:

AUDIO RECORDER, HEADSETS OR SPEAKERS, AUDIO CONSOLE, MICROPHONE,
TURNTABLE, CD PLAYER

REFERENCES:

STATION OPERATING INSTRUCTIONS

CONDITIONS: IN PRODUCTION STUDIO

CUE: NEED FOR VOICE WORK RECORDINGS

CONSTRAINTS: NONE

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A WRITE SCRIPT
- A LOCATE AUDIO SOURCES
- A PREPARE STUDIO FOR PRODUCTION
- A RECORD VOICE WORK
- A REVIEW PRODUCTION
- A RETURN AUDIO SOURCES
- A SUBMIT FOR APPROVAL

SKILLS:

- S OPERATE AUDIO RECORDER
- S OPERATE AUDIO CONSOLE
- S OPERATE MICROPHONE
- S OPERATE TURNTABLE
- S OPERATE CD PLAYER
- S OPERATE HEADSETS OR SPEAKER

KNOWLEDGE:

K INTERPRET REFERENCES
K RECALL STUDIO CONFIGURATION
K APPLY EDITING TECHNIQUES
K APPLY SCRIPT WRITING PROCEDURES
K APPLY VOICE TECHNIQUES

TASK #: 00280

TASK: COORDINATE REMOTE RADIO COVERAGE OF SPECIAL EVENTS

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
—	—	—	—	K	P	—	—	—

EQUIPMENT:

COMMON OFFICE SUPPLIES, TELEPHONE

REFERENCES:

DOD 5120.20-R, AFSINCR 190-3, STATION OPERATING INSTRUCTIONS

CONDITIONS: NONE

CUE: REQUEST FOR REMOTE BROADCAST OR STATION MANAGER DIRECTION

CONSTRAINTS: ENVIRONMENT OF REMOTE LOCATION

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A DETERMINE STATION REMOTE CAPABILITIES
- A DETERMINE LIMITS OF COMMUNICATION SQUADRON SUPPORT
- A COORDINATE REMOTE PLAN WITH MAINTENANCE
- A CONDUCT PREPLANNING MEETING WITH RESPONSIBLE ORGANIZATION (00490)
- A REQUEST VOLUNTEERS TO SUPPORT SET UP AND EVENT PRODUCTION
- A CONDUCT RADIO PRODUCTION MEETING

KNOWLEDGE:

- K RECALL STATION CAPABILITIES
- K RECALL BROADCASTING LIMITATIONS
- K RECALL STATION POLICY
- K INTERPRET GOVERNING REGULATIONS
- K RECALL PREPLANNING MEETING PROCEDURES
- K RECALL RADIO PRODUCTION MEETING PROCEDURES
- K RECALL HOST NATION SENSITIVITIES

TASK #: 00290

TASK: OFFLINE TV PROGRAMMING

TASK NOTES:

DUPLICATION FACILITY (DUPFAC) TASKS ARE ACCOMPLISHED BY USING
ADDITIONAL VIDEO TAPE RECORDERS (VTR) AND VIDEO TAPES.
SATNET IS THE AFRTS SATELLITE NETWORK

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
K	___	___	___	_K_	_P_	___	___	___

EQUIPMENT:

VIDEO TAPE RECORDER (VTR), VIDEO PATCH PANEL, AUDIO PATCH PANEL,
IN LINE SWITCHER, AUDIO CONTROL BOARD, WAVE FORM MONITOR, VECTOR
SCOPE, TIME BASE CORRECTOR, VIDEO MONITOR, AUDIO MONITOR, SYSTEM
TIMER, OFFICE SUPPLIES, VIDEO TAPE, MASTER SCHEDULE, GREASE
PENCIL, MASTER SATNET SCHEDULE, LOCAL TV SCHEDULE, CLOCK, RECORD
PIN

REFERENCES:

DOD 5120.20-R, AFSINCR 190-3, SQUADRON SUPS, STATION OPERATING
INSTRUCTIONS, COMMERCIAL MANUALS

CONDITIONS: LOCATED IN SATNET AREA

CUE: MASTER SATNET SCHEDULE, LOCAL TV SCHEDULE

CONSTRAINTS: AVAILABILITY OF SIGNAL, EQUIPMENT AVAILABILITY

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A REVIEW MASTER SCHEDULE TO DETERMINE PROGRAMMING TO BE OFFLINED
- A SELECT VIDEO TAPES
- A INSPECT CONDITION OF VIDEO TAPES
- A ENSURE RECORD PINS ARE INSTALLED
- A LABEL VIDEO TAPES
- A ENSURE VIDEO HEADS ARE CLEAN
- A LOAD VIDEO TAPE AND BACKUP VIDEO TAPE INTO VTRS
- A SET MACHINE FOR RECORDING
- A ROUTE SIGNAL TO VTRS

ACTIVITIES:

- A PERFORM SYSTEM CHECK
- A SET VTR TIMER TO RECORD PROGRAM
- A MONITOR PROGRAM DURING RECORDING TO ASSURE RECORDING QUALITY
- A SPOT CHECK RECORDING QUALITY (AFTER IS RECORDING COMPLETE)
- A TIME PROGRAM LENGTH
- A RECUE TO THE BEGINNING OF THE PROGRAM
- A REVIEW RECORDING FOR HOST NATION SENSITIVITIES
- A REMOVE VIDEO TAPE AFTER RECORDING
- A REMOVE RECORD PIN
- A ANNOTATE PROGRAM RUN TIME AND OUTCUE ON VIDEO TAPE LABELS
- A STORE VIDEO TAPE

SKILLS:

- S OPERATE VTR
- S OPERATE VIDEO PATCH PANEL
- S OPERATE AUDIO PATCH PANEL
- S OPERATE IN LINE SWITCHER
- S OPERATE AUDIO CONTROL BOARD
- S OPERATE WAVE FORM MONITOR
- S OPERATE VECTOR SCOPE
- S OPERATE TIME BASE CORRECTOR
- S OPERATE VIDEO MONITOR
- S OPERATE AUDIO MONITOR
- S OPERATE SYSTEM TIMER

KNOWLEDGE:

- K INTERPRET GOVERNING REGULATIONS
- K INTERPRET COMMERCIAL MANUALS
- K INTERPRET MASTER RECORD SCHEDULE
- K CALCULATE LOCAL TIME FROM UTC
- K DISCERN SERVICEABLE VIDEO TAPE
- K RECALL PURPOSE OF THE RECORD PIN
- K INTERPRET STATION OPERATING INSTRUCTIONS
- K RECALL HOST NATION SENSITIVITIES

TASK #: 00300

TASK: DUPLICATE VIDEO TAPES

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP	—	—	—	K	—	—	—	—

EQUIPMENT:

BLANK VIDEO TAPES, PROGRAM VIDEO TAPE, OFFICE SUPPLIES, VTRS, TIME BASE CORRECTOR, VIDEO BRIDGING SWITCHER, AUDIO MIXER, VIDEO MONITOR, WAVE FORM MONITOR, VECTOR SCOPE, RECORD PIN(S), GREASE PENCIL

REFERENCES:

AFRTS-BC DP-1, STATION OPERATING INSTRUCTIONS, COMMERCIAL MANUALS

CONDITIONS: NONE

CUE: AS REQUIRED

CONSTRAINTS: AUTHORITY TO COPY PROGRAM, EQUIPMENT AVAILABILITY

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A ACQUIRE PROGRAM TAPE TO BE DUBBED
- A ACQUIRE BLANK VIDEO TAPE
- A ENSURE RECORD PINS ARE INSTALLED
- A INSPECT CONDITION OF VIDEO TAPES
- A VERIFY THAT VIDEO HEADS ARE CLEAN
- A LOAD BLANK VIDEO TAPE INTO RECORDER VTR
- A REPACK BLANK VIDEO TAPE
- A LOAD PROGRAM VIDEO TAPE IN PLAYER MACHINE
- A REPACK PROGRAM VIDEO TAPE
- A SET RECORDER VTR AUDIO INPUT TO 100% REFERENCE TONE ON AUDIO MIXER (0 DECIBELS {DB})
- A PLAY PROGRAM VIDEO TAPE
- A SET PLAYER VTR AUDIO PLAYBACK LEVEL TO 100 % REFERENCE TONE (0 DB)
- A SET AUDIO MIXER POTENTIOMETER (POT) TO 100 % REFERENCE TONE (0 DB)

ACTIVITIES:

- A ADJUST TIME BASE CORRECTOR (IF AVAILABLE) USING COLOR BAR REFERENCE
- A REWIND PROGRAM VIDEO TAPE TO BEGINNING
- A PRESS PLAY AND RECORD SIMULTANEOUSLY ON RECORDER VTR
- A PRESS PLAY ON PLAYER
- A MONITOR AUDIO AND VIDEO RECORDING
- A STOP BOTH MACHINES AT END OF RECORDING
- A REWIND DUBBED TAPE
- A SPOT CHECK DUBBED TAPE
- A LABEL DUBBED TAPE
- A REWIND PROGRAM TAPE
- A FILE BOTH TAPES

SKILLS:

- S OPERATE VTR
- S OPERATE TIME BASE CORRECTOR
- S OPERATE VIDEO MONITOR
- S OPERATE VIDEO BRIDGING SWITCHER
- S OPERATE AUDIO MIXER
- S OPERATE WAVE FORM MONITOR
- S OPERATE VECTOR SCOPE

KNOWLEDGE:

- K IDENTIFY PROGRAM TAPE
- K IDENTIFY RECORDABLE TAPE
- K RECALL PURPOSE OF RECORD PIN
- K RECALL VIDEO TAPE OPERATIONAL PROCEDURES
- K INTERPRET GOVERNING REGULATIONS
- K RECALL STATION POLICY

TASK #: 00310

TASK: BROADCAST TELEVISION LOG ELEMENTS

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP	—	—	—	K	—	—	—	—

EQUIPMENT:

TIME BASE CORRECTOR, VIR, VECTOR SCOPE, WAVE FORM MONITOR, VIDEO MONITOR, AUDIO BOARD, PROGRAM TAPE, VIDEO SWITCHER, TV LOG, MASTER SCHEDULE, CLOCK

REFERENCES:

STATION OPERATING INSTRUCTIONS, MASTER SCHEDULE, COMMERCIAL MANUALS

CONDITIONS: IN TV MASTER CONTROL ROOM

CUE: TV LOG

CONSTRAINTS: AVAILABILITY OF TAPE

JOB STANDARDS:

IAW REFERENCES, PROPER AUDIO AND VIDEO LEVELS

ACTIVITIES:

- A CONSULT TV LOG FOR PROGRAM TAPES, TIME, AND ORDER
- A SELECT VIDEO TAPE TO BE PLAYED
- A LOAD VIDEO TAPE
- A REWIND VIDEO TAPE IF TAILS OUT
- A ADJUST TIME BASE CORRECTOR TO COLOR BARS
- A ADJUST AUDIO LEVELS TO 1 KILOHERTZ REFERENCE TONE
- A MATCH PROGRAM SLATE TO TV LOG
- A ENSURE PROPER PROGRAM FOLLOWS PROGRAM SLATE
- A CUE VIDEO TAPE
- A PLAY VIDEO TAPED PROGRAM FOR ON AIR BROADCAST AS SCHEDULED
- A FAST FORWARD PROGRAM TAPE AFTER AIRING
- A FILE VIDEO TAPE

SKILLS:

- S OPERATE TIME BASE CORRECTOR
- S OPERATE VTR
- S OPERATE VIDEO MONITOR
- S OPERATE VECTOR SCOPE
- S OPERATE WAVE FORM MONITOR
- S OPERATE AUDIO BOARD
- S OPERATE VIDEO SWITCHER

KNOWLEDGE:

- K INTERPRET TV LOG
- K INTERPRET MASTER SCHEDULE
- K INTERPRET COMMERCIAL MANUALS
- K IDENTIFY TAPED PROGRAM ELEMENTS
- K RECALL STATION POLICY
- K RECALL STATION OPERATING INSTRUCTIONS

TASK #: 00320

TASK: AIR LIVE SATNET FEED

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
K	___	___	___	_K_	_P_	___	___	___

EQUIPMENT:

VIDEO SWITCHER, AUDIO BOARD, VIDEO MONITOR, AUDIO MONITOR, VTR
WAVE FORM MONITOR, VECTOR SCOPE, TIME BASE CORRECTOR, CHARACTER
GENERATOR (CG), CARTRIDGE TAPE PLAYER, VIDEO BRIDGING SWITCHER,
MASTER SCHEDULE, CLOCK, SPOTS

REFERENCES:

DOD 5120.20-R, AFRTS-BC DP-1, AFSINCR 190-3, STATION OPERATING
INSTRUCTIONS

CONDITIONS: IN TV MASTER CONTROL ROOM

CUE: MASTER SCHEDULE, SUPERVISOR DIRECTION, SYSTEMCUE

CONSTRAINTS: STATION EQUIPPED FOR SATNET DOWNLINK, AVAILABILITY
OF SIGNAL

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

A CONSULT MASTER SCHEDULE FOR PROGRAM AND TIME
A CONSULT LATEST AFRTS-BC ADVISORIES
A PREVIEW SATNET SIGNAL
A SET AUDIO AND VIDEO LEVELS
A TRANSITION FROM PREVIOUS PROGRAM
A AIR SATNET PROGRAM
A MONITOR PROGRAM
A INSERT LOCAL SPOTS AS REQUIRED BY TV LOG
A DELETE OR COVER COMMERCIALS
A TRANSITION TO NEXT PROGRAM
A ADJUST SCHEDULE (IF REQUIRED)

SKILLS:

- S OPERATE VIDEO SWITCHER
- S OPERATE AUDIO BOARD
- S OPERATE VIDEO MONITOR
- S OPERATE AUDIO MONITOR
- S OPERATE VTR
- S OPERATE WAVE FORM MONITOR
- S OPERATE VECTOR SCOPE
- S OPERATE TIME BASE CORRECTOR
- S OPERATE VIDEO BRIDGING SWITCHER
- S OPERATE CHARACTER GENERATOR
- S OPERATE CARTRIDGE TAPE PLAYER

KNOWLEDGE:

- K INTERPRET MASTER SCHEDULE
- K INTERPRET GOVERNING REGULATIONS
- K SELECT VISUAL TRANSITION
- K RECALL SCHEDULE ADJUSTMENT PROCEDURES

TASK #: 00330

TASK: AIR A SPECIAL BULLETIN USING A CHARACTER GENERATOR (CG)

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	_K_	___	___	___	___

EQUIPMENT:

CG, BORDERLINE KEY GENERATOR, VIDEO SWITCHER (OPTIONAL), VTR (OPTIONAL), VIDEO MONITOR, FLOPPY DISK

REFERENCES:

COMMERCIAL MANUAL, STATION PRODUCT FORMAT

CONDITIONS: TV MASTER CONTROL ROOM

CUE: AS REQUIRED

CONSTRAINTS: EQUIPMENT AVAILABILITY

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A COMPOSE MESSAGE ON THE CG VIDEO MONITOR
- A RECORD MESSAGE AT ADDRESS ON FLOPPY DISK
- A SELECT HOW MESSAGE WILL BE READ (READ, READ NEXT, ROLL, SLOW REVEAL, READ LOWER THIRD, OR CRAWL)
- A SELECT READ SPEED (FOR ROLL, SLOW REVEAL, AND CRAWL)
- A SELECT VIDEO SOURCE FOR BACKGROUND (AS REQUIRED)
- A READ MESSAGE
- A KEY CG OVER VIDEO SOURCE OR DISPLAY CG ON AIR

SKILLS:

- S OPERATE KEYBOARD
- S OPERATE VIDEO SWITCHER
- S OPERATE VTR
- S OPERATE VIDEO MONITOR

KNOWLEDGE :

K RECALL CG OPERATIONAL PROCEDURES
K RECALL MESSAGE REVEAL TYPES AND THEIR IMPACT ON VIEWERS
K INTERPRET COMMERCIAL MANUALS
K RECALL VIDEO SOURCE SELECTION PROCEDURES
K RECALL STATION POLICY

TASK #: 00340

TASK: OPERATE DIGITAL STILL STORE

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
K	___	___	___	_K_	_P_	___	___	___

EQUIPMENT:

DIGITAL STILL STORE, VIDEO SWITCHER, VIDEO MONITOR, VTR OR INPUT SOURCE

REFERENCES:

COMMERCIAL MANUALS, STATION OPERATING INSTRUCTIONS

CONDITIONS: CONTROL ROOM

CUE: NEWSCAST PREPARATION, SPOT PRODUCTION,

CONSTRAINTS: EQUIPMENT AVAILABILITY

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A GRAB INPUT SOURCE VIDEO
- A RECORD VIDEO ON DESIGNATED PAGE
- A RETRIEVE PAGES WHEN REQUIRED
- A SELECT STILL STORE ON VIDEO SWITCHER

SKILLS:

- S OPERATE VIDEO SWITCHER
- S OPERATE VTR OR OTHER INPUT SOURCE
- S OPERATE VIDEO MONITOR
- S OPERATE REMOTE GRAPHICS UNIT
- S OPERATE KEYBOARD

KNOWLEDGE:

K RECALL DIGITAL STILL STORE FUNCTIONS
K RECALL DIGITAL STILL STORE OPERATIONAL PROCEDURES
K RECALL DIGITAL STILL STORE EFFECTS CAPABILITIES
K INTERPRET COMMERCIAL MANUALS
K INTERPRET STATION OPERATING INSTRUCTIONS

TASK #: 00350

TASK: OPERATE DIGITAL VIDEO EFFECTS (DVE)

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
<u>_K_</u>	<u> </u>	<u> </u>	<u> </u>	<u>_K_</u>	<u>_P_</u>	<u> </u>	<u> </u>	<u> </u>

EQUIPMENT:

VIDEO MONITOR, DVE KEYBOARD, VIDEO SWITCHER, VTR, VIDEO TAPE

REFERENCES:

SECTION OPERATING INSTRUCTIONS, COMMERCIAL MANUALS

CONDITIONS: CONTROL ROOM

CUE: PRODUCTION REQUIREMENT

CONSTRAINTS: EQUIPMENT AVAILABILITY

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A CONTROL VIDEO ON X,Y, AND Z AXIS
- A COMPRESS VIDEO PICTURE
- A ADD BORDERS TO VIDEO INSERT
- A ADD BACKGROUND TO VIDEO INSERT
- A CROP VIDEO
- A PROGRAM KEYFRAMES
- A BROADCAST OR RECORD EFFECTS

SKILLS:

- S OPERATE VIDEO MONITOR
- S OPERATE KEYBOARD
- S OPERATE VIDEO SWITCHER
- S OPERATE VTR

KNOWLEDGE:

K INTERPRET COMMERCIAL MANUALS
K INTERPRET SECTION OPERATING INSTRUCTIONS
K RECALL DVE OPERATIONAL PROCEDURES
K RECALL SCREEN COORDINATES
K RECALL STATION FORMATS

TASK #: 00360

TASK: PERFORM QUALITY CONTROL CHECK OF VIDEO TAPED PROGRAM

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
K	___	___	___	_K_	_P_	___	___	___

EQUIPMENT:

VIDEO MONITOR, VTR, PROGRAM VIDEO TAPE, AUDIO MONITOR, SYSTEM
TIMER

REFERENCES:

AFSINCR 190-3 AND SUPS, STATION OPERATING INSTRUCTIONS

CONDITIONS: NONE

CUE: AFTER PROGRAM IS RECORDED

CONSTRAINTS: NONE

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A REMOVE TAPE FROM VTR WHERE PROGRAM WAS RECORDED
- A INSERT INTO DIFFERENT VTR
- A PLAY PROGRAM
- A ENSURE AUDIO MONITOR IS TURNED UP
- A MONITOR VIDEO FOR DISCREPANCIES SUCH AS CONTROL TRACK ERRORS,
BLACK OUTS, POOR VIDEO,
- A MONITOR AUDIO LEVELS FOR DISCREPANCIES
- A CUE TAPE TO BEGINNING OF PROGRAM
- A ZERO COUNTER
- A PLAY PROGRAM
- A MONITOR FIRST MINUTE, TWO OTHER SPOTS PER HALF HOUR AND
PROGRAM END
- A SHUTTLE THROUGH VIDEO PROGRAM FOR PROGRAMS OVER THIRTY MINUTES
- A MONITOR PROGRAM FOR HOST NATION SENSITIVITIES
- A ANNOTATE PROGRAM LENGTH AND NATURE OF THE OUTCUE (FOR EXAMPLE
STANDARD OUTCUE)
- A CHECK BACK UP TAPE IF PRIMARY IS SUBSTANDARD

SKILLS:

S OPERATE VTR
S OPERATE VIDEO MONITOR
S OPERATE AUDIO MONITOR
S OPERATE SYSTEM TIMER

KNOWLEDGE:

K APPLY STANDARDS FOR BROADCAST QUALITY
K RECALL HOST NATION SENSITIVITIES
K RECALL STATION POLICIES
K INTERPRET GOVERNING REGULATIONS

TASK #: 00370

TASK: OBTAIN LOCAL WEATHER FORECAST

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	___	___	___	___	___

EQUIPMENT:

TELEPHONE, COMMON OFFICE SUPPLIES

REFERENCES:

SECTION OPERATING INSTRUCTIONS

CONDITIONS: NONE

CUE: POSSIBILITY OF WEATHER THREAT, PRIOR TO NEWSCAST OR
WEATHER ROLLS

CONSTRAINTS: OPERATIONAL TELEPHONE

JOB STANDARDS:

OBTAIN ALL INFORMATION REQUIRED FOR BROADCAST

ACTIVITIES:

A CALL WEATHER DETACHMENT

A ANNOTATE CURRENT WEATHER CONDITIONS FOR BROADCAST

SKILLS:

S OPERATE TELEPHONE

KNOWLEDGE:

K RECALL STATION POLICIES

K INTERPRET SECTION OPERATING INSTRUCTIONS

K RECALL TELEPHONE COURTESY

TASK #: 00380

TASK: WRITE TV NEWS, SUMMARIES, OR SPORTS STORIES

TASK NOTES:

WRITING STUDIO LEADS AND TAGS FOR NEWS INSERTS REQUIRES THE SAME PROCESS

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	_K_	___	___	___	___

EQUIPMENT:

WORD PROCESSOR, VTR, VIDEO MONITOR, COMMON OFFICE SUPPLIES, DICTIONARY, THESAURUS, TYPEWRITER

REFERENCES:

AFP 13-2 TONGUE AND QUILL, AFSINCR 190-1, STATION OPERATING INSTRUCTIONS

CONDITIONS: WORK AREA WITH A MINIMUM OF DISTRACTIONS

CUE: OCCURRENCE OF NEWSWORTHY EVENT

CONSTRAINTS: SECURITY CLASSIFICATION OF STORY, HOST NATION SENSITIVITIES

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A DETERMINE TOPIC
- A COORDINATE WITH PUBLIC AFFAIRS OFFICE
- A COORDINATE WITH CONTACTS
- A CONFIRM THE FACTS
- A REVIEW VIDEO (IF USED)
- A WRITE ROUGH DRAFT (MUST SUPPORT VIDEO IF USED)
- A REWRITE DRAFT
- A PROOFREAD DRAFT
- A WRITE FINAL COPY
- A PROOFREAD FINAL COPY

SKILLS:

- S OPERATE TYPEWRITER
- S OPERATE WORD PROCESSOR
- S OPERATE VTR (IF VIDEO IS USED)
- S OPERATE VIDEO MONITOR (IF VIDEO IS USED)

KNOWLEDGE:

- K RECALL WORD PROCESSING COMMANDS
- K APPLY WRITING BASICS
- K RECALL STATION POLICY
- K INTERPRET GOVERNING REGULATIONS
- K APPLY NEWS RESEARCH TECHNIQUES
- K RECALL PROCEDURES FOR USING VIDEO IN CONJUNCTION WITH AUDIO
- K APPLY EDITING OR PROOFREADING SYMBOLS

TASK #: 00390

TASK: PERFORM AS TALENT

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP	—	—	—	K	—	—	—	—

EQUIPMENT:

SCRIPT, SET, TELEPROMPTER

REFERENCES:

AFSINCR 190-1, STATION OPERATING INSTRUCTIONS

CONDITIONS: NONE

CUE: WHEN REQUESTED BY DIRECTOR

CONSTRAINTS: VOICE QUALITY

JOB STANDARDS:

IAW WITH ESTABLISHED PROGRAM FORMAT

ACTIVITIES:

- A ANALYZE THE TYPE OF PRODUCTION
- A DETERMINE PRODUCTION LOCATION
- A READ SCRIPT
- A DETERMINE THE TYPE OF SET TO BE USED
- A DETERMINE PROPS TO BE USED
- A DETERMINE MOOD OF SCRIPT
- A VISUALIZE ACTIONS
- A DETERMINE TYPES OF INTERACTION WITH OTHER TALENT (FROM SCRIPT)
- A PREREAD SCRIPT FOR DIFFICULT WORDING OR PHRASING
- A CHANGE WORDING OR PHRASING AS REQUIRED
- A DETERMINE THE PACE BY TIMING (A) READING(S) OF THE SCRIPT
- A APPLY VOICE TECHNIQUES
- A OPERATE TELEPROMPTER
- A FOLLOW DIRECTORSCUES DURING REHEARSAL AND SHOOT
- A FOLLOW FLOOR MANAGER'S HAND SIGNALS

SKILLS:

S OPERATE TELEPROMPTER

KNOWLEDGE:

K RECALL TYPES OF TV PRODUCTIONS
K INTERPRET GOVERNING REGULATIONS
K RECALL PROCEDURES FOR THE VARIOUS TYPES OF PRODUCTIONS
K INTERPRET SCRIPT
K INTERPRET DIRECTORCUES
K APPLY VOICE TECHNIQUES
K RECALL HOST NATION SENSITIVITIES
K INTERPRET HAND SIGNALS

TASK #: 00400

TASK: OPERATE STUDIO CAMERA

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	_K_	___	___	___	___

EQUIPMENT:

STUDIO CAMERA, HEADSET

REFERENCES:

SECTION OPERATING INSTRUCTIONS

CONDITIONS: IN-STUDIO

CUE: DIRECTOR REQUEST

CONSTRAINTS: DIRECTORS LIMITATIONS, STUDIO LIMITATIONS

JOB STANDARDS:

IAW WITH ESTABLISHED PROGRAM FORMAT

ACTIVITIES:

- A SET UP STUDIO LIGHTS, CAMERAS, TELEPROMPTER, AND MICROPHONES
- A POSITION CAMERAS
- A SET FOCAL LENGTH (ZOOM IN ON TALENT AND FOCUS CAMERA)
- A SET UP SHOT FRAMING
- A CHANGE FRAMING AS DIRECTED
- A MOVE CAMERA AS DIRECTED
- A FOLLOW DIRECTOR CUES

SKILLS:

- S OPERATE STUDIO CAMERA
- S OPERATE HEADSET

KNOWLEDGE:

- K RECALL CAMERA MOVEMENT TECHNIQUES
- K INTERPRET DIRECTORSCUES
- K APPLY SHOT FRAMING TECHNIQUES
- K INTERPRET OPERATING INSTRUCTIONS

TASK #: 00410

TASK: PERFORM AS FLOOR MANAGER

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP	—	—	—	K	—	—	—	—

EQUIPMENT:

SCRIPT, HEADSET, STUDIO

REFERENCES:

STATION OPERATING INSTRUCTIONS

CONDITIONS: NONE

CUE: WHEN REQUESTED BY THE DIRECTOR

CONSTRAINTS: NONE

JOB STANDARDS:

IAW WITH ESTABLISHED PROGRAM FORMAT

ACTIVITIES:

- A DETERMINE TYPE OF PRODUCTION
- A READ THE SCRIPT
- A DETERMINE TIME AND PLACE OF PRODUCTION
- A COORDINATE PLACEMENT OF PERSONNEL AND EQUIPMENT WITH DIRECTOR
- A POSITION EQUIPMENT, TALENT, AND CREW
- A FOLLOW DIRECTORSCUES
- A RELAY DIRECTORSCUES TO TALENT WITH HAND SIGNALS

SKILLS:

S OPERATE HEADSETS

KNOWLEDGE:

- K RECALL TYPES OF TV PRODUCTIONS
- K INTERPRET SCRIPT
- K INTERPRET GOVERNING REGULATIONS
- K RECALL STATION POLICY
- K INTERPRET DIRECTORCUES
- K RECALL HAND SIGNALS

TASK #: 00420

TASK: OPERATE AUDIO CONSOLE DURING STUDIO BROADCAST OR RECORDING

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	___	_K_	___	___	___

EQUIPMENT:

AUDIO CONSOLE, VTR, TIMER, CARTRIDGE TAPE PLAYER, MICROPHONES, REEL TO REEL, SCRIPT

REFERENCES:

SECTION OPERATING INSTRUCTIONS, COMMERCIAL MANUALS

CONDITIONS: TV MASTER CONTROL ROOM

CUE: DIRECTORS REQUEST

CONSTRAINTS: NONE

JOB STANDARDS:

IAW WITH ESTABLISHED PROGRAM FORMAT

ACTIVITIES:

- A VERIFY AUDIO HEADS ARE CLEAN
- A MAINTAIN AUDIO LEVELS BETWEEN 80 AND 100 % (-2 TO 0 DB)
- A MAINTAIN PROPER BALANCE BETWEEN AUDIO ELEMENTS
- A CHECK RUN TIMES AND OUTCUES FOR INSERTS
- A LOAD VIDEO AND CARTRIDGE TAPES
- A SELECT VTR AUDIO CHANNEL
- A ADJUST AUDIO SOURCE(S) PLAYBACK REFERENCE TONE TO 100% (0 DB)
- A CHECK MICROPHONE LEVELS PRIOR TO AIR OR RECORDING
- A FOLLOW DIRECTOR CUES

SKILLS:

- S OPERATE AUDIO CONSOLE
- S OPERATE VTR
- S OPERATE TIMER
- S OPERATE CARTRIDGE TAPE PLAYER
- S OPERATE MICROPHONES
- S OPERATE REEL TO REEL

KNOWLEDGE:

- K INTERPRET DIRECTORSCUES
- K ASSOCIATE MICROPHONE TYPES TO APPLICATIONS
- K RECALL AUDIO PLAYBACK PROCEDURES
- K RECALL AUDIO LEVEL SET UP PROCEDURES
- K INTERPRET SECTION OPERATING INSTRUCTIONS
- K INTERPRET COMMERCIAL MANUALS

TASK #: 00430

TASK: PERFORM AS TECHNICAL DIRECTOR

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	_K_	___	___	___	___

EQUIPMENT:

VIDEO SWITCHER, HEADSET, SCRIPT, VIDEO MONITOR, VTR REMOTE CONTROL, CHARACTER GENERATOR, DIGITAL STILL STORE, DIGITAL VIDEO EFFECTS OR VIDEO SLIDE SCANNER

REFERENCES:

STATION OPERATING INSTRUCTIONS, COMMERCIAL MANUALS

CONDITIONS: TV MASTER CONTROL ROOM

CUE: WHEN REQUESTED

CONSTRAINTS: VIDEO SWITCHER CAPABILITIES

JOB STANDARDS:

IAW WITH ESTABLISHED PROGRAM FORMAT

ACTIVITIES:

- A DETERMINE TYPE OF PRODUCTION
- A READ SCRIPT
- A DETERMINE TYPES OF TRANSITIONS (FROM SCRIPT)
- A BLOCK OUT PRODUCTION TRANSITIONS (PROGRAM FORMAT)
- A COORDINATE WITH DIRECTOR, AUDIO/GRAPHICS TECHNICIAN, AND ENGINEER
- A FOLLOW DIRECTORSCUES

SKILLS:

- S OPERATE VIDEO SWITCHER
- S OPERATE DIGITAL STILL STORE
- S OPERATE DIGITAL VIDEO EFFECTS
- S OPERATE VTR REMOTE CONTROL
- S OPERATE CHARACTER GENERATOR
- S OPERATE SLIDE SCANNER (AS APPLICABLE)
- S OPERATE HEADSET
- S OPERATE VIDEO MONITOR

KNOWLEDGE:

- K RECALL TYPES OF PRODUCTIONS
- K RECALL SWITCHER CAPABILITIES
- K RECALL TYPES OF TRANSITIONS
- K RECALL SWITCHER TECHNIQUES
- K INTERPRET DIRECTORSCUES
- K INTERPRET SCRIPT
- K INTERPRET STATION OPERATING INSTRUCTIONS
- K INTERPRET COMMERCIAL MANUALS

TASK #: 00440

TASK: SET UP AND ADJUST TV STUDIO LIGHTING

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
K	___	___	___	_K_	_P_	___	___	___

EQUIPMENT:

STUDIO LIGHTING SYSTEM, LIGHTS, COMMON HAND TOOLS, BARN DOORS, SCRIMS, LADDER, LIGHT METER, SET

REFERENCES:

TELEVISION PRODUCTION, TV LIGHTING HANDBOOK

CONDITIONS: IN STUDIO

CUE: CHANGES IN SET OR TALENT

CONSTRAINTS: LIGHTING SYSTEM CAPABILITIES, AVAILABILITY OF LIGHTS

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A REVIEW SET DESIGN
- A DETERMINE AREAS THAT WILL CAST SHADOWS
- A IDENTIFY REFLECTIVE SURFACES
- A DEVELOP LIGHTING PLAN
- A ENSURE REQUIRED EQUIPMENT IS AVAILABLE
- A GATHER MATERIALS
- A SET UP LIGHTS ACCORDING TO PLAN
- A LIGHT TALENT AND SET
- A CHECK LIGHT LEVELS USING LIGHT METER
- A ADJUST LIGHTING LEVELS TO ELIMINATE HOT SPOTS AND SHADOWS

SKILLS:

- S OPERATE STUDIO LIGHTING SYSTEM
- S OPERATE STUDIO LIGHTS
- S OPERATE LIGHT BARN DOORS
- S OPERATE LIGHT SCRIM
- S OPERATE LIGHT METER
- S OPERATE LADDER

KNOWLEDGE:

- K INTERPRET SET DESIGN IN RELATION TO LIGHTING
- K RECALL STUDIO CAPABILITIES
- K APPLY TYPES OF LIGHTING PATTERNS
- K RECALL TYPES OF LIGHTS AND THEIR CAPABILITIES
- K RECALL LIGHTING PLAN PROCEDURES
- K INTERPRET TEXT BOOKS
- K RECALL LIGHT LEVEL REQUIREMENTS
- K APPLY SAFETY PRACTICES WHEN USING LADDERS
- K APPLY SAFETY PRACTICES WHEN WORKING WITH ELECTRICITY

TASK #: 00450

TASK: DIRECT TV PRODUCTIONS

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	_K_	___	___	___	___

EQUIPMENT:

VIDEO CAMERA, HEADSET, VIDEO MONITOR, MICROPHONES,
TELEPROMPTER LIGHTS, LIGHTING PANEL, LIGHT METER , VIDEO
SWITCHER, AUDIO CONSOLE CHARACTER GENERATOR, DIGITAL VIDEO
EFFECTS, DIGITAL STILL STORE, WAVE FORM MONITOR, VTRS, VIDEO
CASSETTES, VIDEO PATCH PANEL, EDIT CELL, ELECTRONIC NEWS
GATHERING (ENG) EQUIPMENT, COMMON OFFICE SUPPLIES, MASKING TAPE,
SCRIPT

REFERENCES:

DOD 5120.20R, AFSINCR 190-3, STATION OPERATING INSTRUCTIONS,
TELEVISION PRODUCTION, TV LIGHTING HANDBOOK, ENG AND THE NEW
TECHNOLOGY, COMMERCIAL MANUALS

CONDITIONS: ALLCONDITIONS INSIDE/OUTSIDE

CUE: AS REQUIRED

CONSTRAINTS: WEATHER (IF ENG), SCHEDULE, EQUIPMENT AVAILABILITY

JOB STANDARDS:

IAW WITH ESTABLISHED PROGRAM FORMAT

ACTIVITIES:

A RECEIVE PRODUCTION ASSIGNMENT FROM THE PRODUCER
A DETERMINE EQUIPMENT NEEDED FOR THE PRODUCTION
A ASSEMBLE PRODUCTION CREW
A LIST AND BUDGET OUTSIDE MATERIALS
A SCHEDULE STUDIO AND PRODUCTION TIME
A ENSURE EQUIPMENT IS OPERATIONAL
A COORDINATE CREW PREPARATIONS
A OBTAIN APPROVAL FOR THE SCRIPT
A SCHEDULE REHEARSALS
A CONDUCT PRODUCTION MEETING (TASK # 00510)
A BLOCK ACTIONS OF ON CAMERA PERFORMERS
A BLOCK CAMERA POSITIONS AND ESTABLISH SHOTS

ACTIVITIES:

- A ESTABLISH AUDIO REQUIREMENTS WITH AUDIO OPERATOR
- A COORDINATE VIDEO BLOCKING, TRANSITION, AND SPECIAL EFFECTS WITH TECHNICAL DIRECTOR
- A COORDINATE CHARACTER GENERATOR AND FONT REQUIREMENTS ORDER AND STYLE
- A ENSURE PROPER SPELLING OF CHARACTER GENERATOR MESSAGES
- A COORDINATE OUTSIDE VIDEO SOURCES INCLUDING VIDEO TAPE AND STILLS
- A CONDUCT REHEARSALS
- A DIRECT PROGRAM AS REHEARSED DURING PROGRAM AIRING OR TAPING
- A ENSURE SMOOTH TRANSITION THROUGHOUT PRODUCTION
- A MAINTAIN PROGRAM TIMING
- A GIVE VERBALCUES TO PRODUCTION CAST AND CREW (AS REQUIRED)
- A OVERSEE POSTPRODUCTION (AS REQUIRED)
- A COORDINATE PROGRAM PROMOTION (AS REQUIRED)

SKILLS:

- S OPERATE VIDEO CAMERA
- S OPERATE HEADSET
- S OPERATE VIDEO MONITOR
- S OPERATE MICROPHONES
- S OPERATE TELEPROMPTER (OPTIONAL)
- S OPERATE LIGHTS
- S OPERATE LIGHTING PANEL
- S OPERATE LIGHT METER
- S OPERATE VIDEO SWITCHER
- S OPERATE AUDIO CONSOLE
- S OPERATE CHARACTER GENERATOR
- S OPERATE DIGITAL VIDEO EFFECTS
- S OPERATE STILL STORE
- S OPERATE WAVE FORM MONITOR
- S OPERATE VTRS
- S OPERATE VIDEO PATCH PANEL
- S OPERATE VIDEO EDIT CELL
- S OPERATE ENG EQUIPMENT (OUTSIDE OF STUDIO)

KNOWLEDGE:

- K ANALYZE PRODUCTION REQUIREMENTS
- K INTERPRET GOVERING REGULATIONS
- K INTERPRET TEXTBOOKS
- K RECALL STATION POLICY
- K RECALL PERFORMER BLOCKING PROCEDURES
- K RECALL LIGHTING PROCEDURES
- K RECALL LIGHTING REQUIREMENTS
- K APPLY AUDIO LEVEL SET UP PROCEDURS
- K RECALL OPERATION OF CHARACTER GENERATOR
- K RECALL DIRECTORCUES
- K RECALL CAMERA BLOCKING PROCEDURES
- K RECALL EDITING PROCEDURES

TASK #: 00460

TASK: DESIGN TV PRODUCTION AIDS

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
—	—	—	—	_K_	_P_	—	—	—

EQUIPMENT:

SCRIPT, STORYBOARD, COMMON OFFICE SUPPLIES, DICTIONARY

REFERENCES:

TELEVISION PRODUCTION (TEXT), BROADCAST WRITING STYLE GUIDE

CONDITIONS: NA

CUE: SCRIPT REQUIRES PRODUCTION AID

CONSTRAINTS: NONE

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A VISUALIZE WRITER'S CONCEPT FROM THE SCRIPT AND STORY BOARD
- A DRAW ROUGH PICTURE OF AID
- A MAKE SCALE MODEL
- A CONFER WITH WRITER
- A CHANGE MODEL (AS REQUIRED)
- A DETERMINE SIZE OF PRODUCTION AREA
- A DETERMINE SIZE LIMITS OF PRODUCTION AID
- A CALCULATE MATERIAL NEEDS
- A ORDER REQUIRED MATERIAL

SKILLS:

S DRAW PICTURES

KNOWLEDGE:

- K INTERPRET BROADCAST WRITING STYLE GUIDE
- K INTERPRET TEXTBOOK
- K INTERPRET SCRIPT
- K INTERPRET STORYBOARD
- K RECALL STATION POLICIES
- K CALCULATE MATERIAL AREA AND QUANTITIES
- K RECALL SUPPLY REQUISITION PROCEDURES

TASK #: 00470

TASK: CONSTRUCT SETS

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
—	—	—	—	_K_	_P_	—	—	—

EQUIPMENT:

COMMON HAND TOOLS, POWER SAW, ELECTRIC DRILL, STUDIO LIGHTING SYSTEM, CONSTRUCTION MATERIALS, UNISSET PIECES, PAINT, FILLER

REFERENCES:

TV PRODUCTION (TEXT), STORY BOARD

CONDITIONS: DETERMINED BY LOCATION OF SET

CUE: SET REQUIRED FOR PRODUCTION

CONSTRAINTS: AVAILABILITY OF TOOLS, MATERIALS, OR PERSONNEL,
STUDIO OR LOCATION SPACE

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A REVIEW SET DESIGN
- A DETERMINE LIMITING FACTORS
- A DETERMINE LIGHTING REQUIREMENTS
- A DETERMINE MATERIAL AND TOOL REQUIREMENTS
- A GATHER MATERIALS AND TOOLS
- A CONSTRUCT SET FOLLOWING DESIGN
- A PAINT SET AS REQUIRED
- A PLACE PROPS
- A LIGHT SET (TASK # 00440)
- A ADJUST SET AS REQUIRED BY STATION MANAGERS
- A OBTAIN STATION MANAGERS FINAL APPROVAL

SKILLS:

- S USE COMMON HAND TOOLS
- S OPERATE POWER SAW
- S OPERATE ELECTRIC DRILL
- S OPERATE STUDIO LIGHTING SYSTEM

KNOWLEDGE:

- K INTERPRET SET DESIGN
- K RECALL STATION CAPABILITIES
- K INTERPRET GOVERNING REGULATIONS
- K CALCULATE AREA AND QUANTITY OF SET MATERIALS
- K RECALL CONSTRUCTION TECHNIQUES
- K RECALL LIGHTING PROCEDURES

TASK #: 00480

TASK: STORE STUDIO EQUIPMENT OR PROPS

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
K _ _			_ _ _K_ _P_			_ _ _		

EQUIPMENT:

CLEANING CLOTH, CLEANING FLUID, INVENTORY LIST, STANDARD OFFICE SUPPLIES

REFERENCES:

SECTION OPERATING INSTRUCTIONS, EQUIPMENT PACKING INSTRUCTION

CONDITIONS: IN STUDIO

CUE: WHEN NO LONGER NEEDED

CONSTRAINTS: LACK OF STORAGE SPACE, LACK OF PACKING MATERIAL

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A CLEAN THE ITEM
- A CHECK FOR DAMAGE
- A INVENTORY ITEM
- A CHECK OPERATING INSTRUCTIONS FOR STORAGE INSTRUCTIONS
- A PACK ITEM
- A LABEL ITEM
- A PLACE ITEM IN STORAGE

KNOWLEDGE:

- K APPLY CLEANING PROCEDURES
- K INTERPRET OPERATING INSTRUCTIONS
- K INTERPRET SECTION OPERATING INSTRUCTIONS
- K RECALL USES OF CLEANING FLUID
- K RECALL INVENTORY PROCEDURES

TASK #: 00490

TASK: CONDUCT OR PARTICIPATE IN RADIO AND TV BROADCASTING
PREPLANNING CONFERENCES

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
—	—	—	—	<u>K</u>	<u>P</u>	—	—	—

EQUIPMENT:

COMMON OFFICE SUPPLIES

REFERENCES:

STATION OPERATING INSTRUCTIONS

CONDITIONS: NONE

CUE: REQUEST FOR PRODUCTION OR COVERAGE OF EVENT

CONSTRAINTS: NONE

JOB STANDARDS:

IAW REFERENCE

ACTIVITIES:

- A DETERMINE POINTS OF CONTACT (POC) WITHIN UNITS BEING SUPPORTED
- A COORDINATE A MEETING WITH POC(S), PUBLIC AFFAIRS, AND STATION MANAGEMENT
- A DETERMINE STATION REQUIREMENTS
- A ADVISE REQUESTER OF STATION CAPABILITIES
- A DETERMINE TIME AND PLACE OF THE EVENT
- A DETERMINE FEASIBILITY OF COVERAGE
- A DETERMINE IF EVENT WILL BE COVERED BY TV, RADIO, OR BOTH

KNOWLEDGE:

- K RECALL STATION POLICY
- K INTERPRET STATION OPERATING INSTRUCTIONS
- K RECALL STATION CAPABILITIES
- K RECALL CAPABILITIES OF RADIO OR TV MEDIA

TASK #: 00500

TASK: DEVELOP PROGRAM OR SPOT CONCEPT

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	_K_	___	___	___	___

EQUIPMENT:

STANDARD OFFICE SUPPLIES

REFERENCES:

TELEVISION PRODUCTION, ENG AND THE NEW TECHNOLOGY, DINFOS
BROADCAST STYLE GUIDE

CONDITIONS: NONE

CUE: STATION MANAGER OR SUPERVISOR DIRECTION

CONSTRAINTS: PRODUCTION LIMITS, HOST NATION SENSITIVITIES,
PRODUCTION TIME LIMITS

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A IDENTIFY MAIN THEME (TOPIC)
- A RESEARCH TOPIC
- A BRAINSTORM TOPIC
- A SELECT TREATMENT OF TOPIC
- A MAINTAIN FOCUS ON MAIN THEME
- A DETERMINE AVAILABILITY OF AUDIO AND VIDEO SOURCES
- A CREATE ROUGH STORY BOARD
- A COORDINATE WITH PROGRAM MANAGER
- A WRITE SCRIPT

KNOWLEDGE:

K RECALL HOST NATION SENSITIVITIES
K RECALL RESEARCH PROCEDURES
K APPLY BRAINSTORMING PROCEDURES
K APPLY SCRIPT WRITING TECHNIQUES
K INTERPRET DINFOS BROADCAST STYLE GUIDE
K RECALL STATION LIMITATIONS
K APPLY EDITING TECHNIQUES
K APPLY STORY BOARD CREATION TECHNIQUES
K RECALL STATION POLICY
K INTERPRET TEXTBOOKS

TASK #: 00510

TASK: CONDUCT TV PRODUCTION MEETINGS

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
—	—	—	—	_K_	_P_	—	—	—

EQUIPMENT:

COMMON OFFICE SUPPLIES

REFERENCES:

STATION OPERATING INSTRUCTIONS

CONDITIONS: IN STUDIO OR ENG

CUE: PRIOR TO STARTING PRODUCTION

CONSTRAINTS: NONE

JOB STANDARDS:

IAW REFERENCE

ACTIVITIES:

- A REVIEW SCRIPT
- A DETERMINE TYPE OF PRODUCTION AND GOAL
- A DETERMINE PERSONNEL REQUIREMENTS
- A DETERMINE EQUIPMENT REQUIREMENTS
- A DETERMINE TIMECONSTRAINTS
- A DETERMINE SET REQUIREMENTS
- A CONVENE MEETING
- A ASSIGN DUTIES
- A BRIEF PERSONNEL ON PRODUCTION REQUIREMENTS INCLUDING PRODUCTION GOAL
- A SCHEDULE PRODUCTION

KNOWLEDGE:

- K RECALL TYPES OF PRODUCTIONS
- K INTERPRET SCRIPT
- K DETERMINE PRODUCTION REQUIREMENTS
- K RECALL STATION POLICY
- K RECALL STATION LIMITATIONS
- K INTERPRET GOVERNING REGULATIONS

TASK #: 00520

TASK: RESEARCH TV SPOT SUBJECT

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	_K_	___	___	___	___

EQUIPMENT:

TELEPHONE, COMMON OFFICE SUPPLIES, LIBRARY

REFERENCES:

AFSINCR 190-1, STATION OPERATING INSTRUCTIONS

CONDITIONS: NA

CUE: UPON RECEIPT OF SPOT ASSIGNMENT

CONSTRAINTS: TIME, AVAILABILITY OF MATERIAL

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A CALL AUTHORITATIVE SOURCE FOR SPOT
- A OBTAIN INFORMATION ABOUT SPOT FROM THE SOURCE
- A OBTAIN BACKGROUND INFORMATION ABOUT SUBJECT
- A REVIEW REGULATIONS FOR INFORMATION ABOUT SPOT

SKILLS:

S OPERATE MICROFICHE

KNOWLEDGE:

- K RECALL STATION PROCEDURES
- K APPLY INTERVIEW TECHNIQUES
- K RECALL LIBRARY CARD CATALOG PROCEDURES
- K RECALL PERIODICAL RESEARCH PROCEDURES
- K INTERPRET REGULATIONS

TASK #: 00530

TASK: SELECT AUDIO AND VIDEO FOR OPERATE DURING EDITING

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	_K_	___	___	___	___

EQUIPMENT:

COMPACT DISK (CD) PLAYER, CD, TURNTABLE, RECORDS, AUDIO CONSOLE,
VTR EDIT CELL, ELECTRONIC NEWS GATHERING (ENG) EQUIPMENT, AUDIO
EFFECTS CATALOG, RADIO LIBRARY CATALOG, VIDEO MORGUE

REFERENCES:

DOD 5120.20R, STATION OPERATING INSTRUCTIONS, COMMERCIAL MANUALS,
TELEVISION PRODUCTION

CONDITIONS: NONE

CUE: WHEN REQUIRED TO SUPPORT SCRIPT

CONSTRAINTS: HOST NATION SENSITIVITIES, TIME LIMITS

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A REVIEW SCRIPT FOR REQUIREMENTS
- A ANNOTATE SCRIPT REQUIREMENTS
- A SELECT TALENT FOR VOICE OVER
- A BRIEF TALENT OF SCRIPT REQUIREMENTS
- A SELECT AUDIO EFFECTS IDENTIFIED BY SCRIPT
- A DETERMINE MOOD OF PRODUCTION FROM SCRIPT
- A PRIORITIZE MUSIC VERSES SCRIPT
- A SELECT ACCOMPANYING MUSIC TO HELP SET THE MOOD
- A CHECK VIDEO MORGUE FOR AVAILABLE VIDEO SHOTS
- A SHOOT VIDEO IF REQUIRED (TASK # 00450 OR 00610)
- A SELECT VIDEO SEQUENCES THAT SUPPORT SCRIPT STORYBOARD

SKILLS:

- S OPERATE CD PLAYER
- S OPERATE TURNTABLE
- S OPERATE AUDIO CONSOLE
- S OPERATE VTR EDIT CELL
- S OPERATE ENG EQUIPMENT

KNOWLEDGE:

- K INTERPRET SCRIPT
- K INTERPRET GOVERNING REGULATIONS
- K INTERPRET TEXTBOOK
- K RECALL TALENT AVAILABILITY
- K INTERPRET AUDIO EFFECTS CATALOG
- K APPLY AUDIO AND VIDEO MIXING TECHNIQUES
- K RECALL MUSIC LIBRARY RESEARCH PROCEDURES
- K INTERPRET VIDEO MORGUE CATALOG
- K RECALL ELECTRONIC FIELD PRODUCTION (EFP) PROCEDURES (TASK #
00570 AND 00610)

TASK #: 00540

TASK: WRITE TELEVISION SPOT SCRIPT

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	_K_	___	___	___	___

EQUIPMENT:

COMMON OFFICE SUPPLIES, DICTIONARY, THESAURUS,

REFERENCES:

DINFOS BROADCAST STYLE GUIDE, TELEVISION PRODUCTION

CONDITIONS: NONE

CUE: STATION MANAGER OR SPOT LIST

CONSTRAINTS: WRITERS BLOCK

JOB STANDARDS:

SPOT COMMUNICATES ITS GOAL, MEETS QC REQUIREMENTS

ACTIVITIES:

- A CONTACT AUTHORITATIVE SOURCE
- A RESEARCH SUBJECT (TASK # 00520)
- A DEFINE SPOT OBJECTIVE
- A DEFINE TARGET AUDIENCE
- A BRAINSTORM IDEAS
- A VISUALIZE IDEAS FOR VIDEO
- A SELECT AN IDEA THAT CAN BE SUPPORTED
- A FORMULATE CONCEPT
- A DETERMINE SPOT LENGTH
- A WRITE ROUGH DRAFT OF AUDIO SCRIPT TO SUPPORT THEME AND VISUALS
- A ENSURE ROUGH DRAFT MAINTAINS MAIN THEME FOCUS
- A DETERMINE AVAILABILITY OF VIDEO
- A DETERMINE VIDEO SHOT COMPOSITION
- A WRITE SHOTS ON THE ROUGH DRAFT OF THE SCRIPT
- A ROUGH DRAFT THE STORY BOARD
- A CALCULATE SPOT LENGTH FROM SCRIPT
- A DETERMINE IF SCRIPT IS WITHIN TIME LIMITS
- A REWRITE SCRIPT

ACTIVITIES:

- A TURN IN SCRIPT FOR QUALITY ASSURANCE REVIEW
- A REWRITE IF REQUIRED

KNOWLEDGE:

- K RECALL STATION POLICY
- K INTERPRET TEXTBOOK
- K APPLY RESEARCH PROCEDURES
- K APPLY TELEPHONE ETIQUETTE
- K APPLY WRITING TECHNIQUES
- K RECALL BRAINSTORMING PROCEDURES
- K RECALL STATION CAPABILITIES
- K APPLY CREATIVE APPROACHES
- K RECALL VIDEO CAMERA CAPABILITIES
- K RECALL LIGHTING CAPABILITIES
- K RECALL AUDIO CAPABILITIES
- K RECALL STORYBOARD CREATION PROCEDURES
- K APPLY TARGETING TECHNIQUES
- K RECALL RULES OF GRAMMAR

TASK #: 00550

TASK: EDIT TV SCRIPTS

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	_K_	___	___	___	___

EQUIPMENT:

STANDARD OFFICE SUPPLIES, DICTIONARY, THESAURUS, DINFOS BROADCAST
STYLE GUIDE

REFERENCES:

DINFOS BROADCAST STYLE GUIDE

CONDITIONS: NONE

CUE: AS REQUIRED

CONSTRAINTS: NONE

JOB STANDARDS:

IAW REFERENCE

ACTIVITIES:

- A PREVIEW SCRIPT FOR SPECIAL INSTRUCTIONS
- A QUESTION WRITER TO CLARIFY THE SCRIPT
- A REVIEW SCRIPT FOR GRAMMATICAL ERRORS
- A REVIEW SCRIPT FOR CREATIVE CONTENT
- A REVIEW SCRIPT FOR ACCURACY
- A REVIEW SCRIPT FOR CONFORMANCE TO LOCAL POLICIES INCLUDING HOST
NATION SENSITIVITIES
- A ENSURE SCRIPT COMMUNICATES GOAL
- A ENSURE SCRIPT REMAINS FOCUSED ON GOAL
- A ENSURE SCRIPT IS CONCISE
- A RETURN SCRIPT TO WRITER FOR CHANGES

KNOWLEDGE:

K APPLY TV SCRIPT READING PROCEDURES
K RECALL STATION LIMITATIONS
K RECALL STATION POLICY
K APPLY SCRIPTING PUNCTUATION
K RECALL EDITING OR PROOFREADING SYMBOLS
K APPLY RULES OF GRAMMAR
K RECALL HOST NATION SENSITIVITIES
K RECALL STATION NETWORK OR COVERAGE AREA
K INTERPRET THESAURUS
K INTERPRET DICTIONARY
K INTERPRET DINFOS BROADCAST STYLE GUIDE

TASK #: 00560

TASK: COORDINATE ENG COVERAGE OF SPECIAL EVENTS

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	_K_	___	___	___	___

EQUIPMENT:

STANDARD OFFICE SUPPLIES, TELEPHONE

REFERENCES:

DOD 5120.20-R, STATION OPERATING INSTRUCTIONS

CONDITIONS: NONE

CUE: SUPERVISOR DIRECTION , REQUEST FOR ENG SHOOT, PUBLIC
AFFAIRS NEWS RELEASE, REPORTER IDENTIFIED STORY

CONSTRAINTS: CLASSIFIED MATERIAL, HOST NATION SENSITIVITIES,
EQUIPMENT AVAILABILITY, PUBLIC AFFAIRS APPROVAL

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A CALL SOURCE TO CONFIRM STORY
- A COORDINATE WITH PUBLIC AFFAIRS
- A CONFIRM STORY CAN BE RELEASED
- A ENSURE THE EVENT CAN BE SHOT
- A COORDINATE TIME AND OPERATE OF EQUIPMENT
- A COORDINATE MEETING TIME AND LOCATION WITH AUTHORITY ON SCENE
- A COORDINATE WITH SUPERVISOR
- A COORDINATE WITH HOST NATION (AS REQUIRED)
- A COORDINATE TRANSPORTATION OF PERSONNEL AND EQUIPMENT
- A MEET WITH ON SCENE COMMANDER (OR OTHER AUTHORITY) AT SITE

KNOWLEDGE:

- K RECALL STATION POLICY
- K INTERPRET GOVERNING REGULATIONS
- K RECALL HOST NATION SENSITIVITIES

TASK #: 00570

TASK: PREPARE TO SHOOT EFP COMMAND INFORMATION SPOT

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	_K_	___	___	___	___

EQUIPMENT:

COMMON OFFICE SUPPLIES, TELEPHONE

REFERENCES:

DOD 5120.20-R, TELEVISION PRODUCTION , STATION OPERATING
INSTRUCTIONS

CONDITIONS:

CUE: FORMAL REQUEST, PUBLIC AFFAIRS SUBJECT LISTING, SUPERVISOR
REQUEST

CONSTRAINTS: TIME, AVAILABILITY OF PERSONNEL, LOCATION
ENVIRONMENT

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A DETERMINE REQUIREMENT FOR SPOT PRODUCTION
- A SELECT PROPER TREATMENT OF SUBJECT
- A RESEARCH BACKGROUND INFORMATION
- A CONDUCT SITE SURVEY (TASK # 00590)
- A DETERMINE SHOOTING STRATEGY
- A BRAINSTORM SUBJECT
- A SELECT CREATIVE APPROACH THAT STATION CAN SUPPORT
- A CREATE STORY BOARD
- A WRITE SCRIPT (TASK # 00540)
- A SELECT EQUIPMENT
- A DETERMINE PERSONNEL REQUIREMENTS
- A COORDINATE USE OF EQUIPMENT, PERSONNEL, AND LOCATION
- A CONDUCT BLOCKING REHEARSAL

KNOWLEDGE:

- K INTERPRET PUBLIC AFFAIRS SUBJECT LISTING
- K INTERPRET GOVERNING REGULATIONS
- K INTERPRET TEXTBOOKS
- K EVALUATE VISUAL IMPACT
- K CALCULATE RESOURCE AND MANPOWER EXPENDITURE
- K ESTIMATE PRODUCTION TIME
- K APPLY INTERVIEW TECHNIQUES
- K APPLY SITE SURVEY PROCEDURES
- K RECALL LIBRARY RESEARCH PROCEDURES
- K APPLY BRAINSTORMING PROCEDURES
- K RECALL STATION EFP RESOURCES
- K RECALL STORY BOARD CREATION PROCEDURES
- K APPLY SCRIPT WRITING PROCEDURES
- K INTERPPET SCRIPT FOR SUPPORT REQUIREMENTS
- K RECALL STATION POLICY
- K RECALL HOST NATION SENSITIVITIES

TASK #: 00580

TASK: COORDINATE REMOTE TV COVERAGE OF SPECIAL EVENTS

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
—	—	—	—	<u>K</u>	<u>P</u>	—	—	—

EQUIPMENT:

COMMON OFFICE SUPPLIES, LOCALLY PRODUCED ASSIGNMENT SHEET

REFERENCES:

SECTION OPERATING INSTRUCTIONS

CONDITIONS: NONE

CUE: IDENTIFICATION OF NEWSWORTHY EVENT

CONSTRAINTS: LACK OF RESOURCES

JOB STANDARDS:

IAW REFERENCE

ACTIVITIES:

- A CALL POINT OF CONTACT
- A DETERMINE SUITABILITY OF SUBJECT FOR VIDEO
- A DETERMINE TIME AND LOCATION OF EVENT
- A REVIEW SCHEDULE
- A DETERMINE STATION RESOURCE AVAILABILITY
- A OBTAIN FLIGHTLINE CLEARANCE (AS REQUIRED)
- A OBTAIN COUNTRY CLEARANCE (AS REQUIRED)
- A COORDINATE TRANSPORTATION OF PERSONNEL AND ENG EQUIPMENT

KNOWLEDGE:

- K RECALL STATION POLICY
- K INTERPRET STATION NEWSCAST SCHEDULES
- K INTERPRET OPERATING INSTRUCTIONS
- K RECALL FLIGHTLINE CLEARANCE PROCEDURES
- K RECALL COUNTRY CLEARANCE PROCEDURE
- K RECALL HOST NATION SENSITIVITIES

TASK #: 00590

TASK: CONDUCT ON-SITE SURVEYS OF REMOTE VIDEO LOCATION

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	_K_	___	___	___	___

EQUIPMENT:

VEHICLE, COMMON OFFICE SUPPLIES, LIGHT METER

REFERENCES:

STATION OPERATING INSTRUCTIONS

CONDITIONS: ON-SITE

CUE: OUT OF STUDIO PRODUCTION REQUESTED

CONSTRAINTS: TRANSPORTATION, TIME

JOB STANDARDS:

IAW STATION POLICY AND OPERATING INSTRUCTIONS

ACTIVITIES:

- A COORDINATE VISIT WITH LOCAL AUTHORITY
- A VISIT LOCATION
- A CONSULT WITH CIVIL ENGINEERING
- A DETERMINE ELECTRICAL POWER CAPABILITIES AVAILABLE AT LOCATION
- A DETERMINE CROWD FLOW PATTERNS
- A DETERMINE DISTRACTING NOISES
- A DETERMINE MICROPHONE PLACEMENT FOR CROWD NOISE AND MAIN SPEAKER
- A DETERMINE LIGHTING REQUIREMENTS USING LIGHT METER
- A DETERMINE POSSIBLE CAMERA ANGLES FOR THE EVENT
- A DETERMINE EQUIPMENT PLACEMENT

SKILLS:

S OPERATE LIGHT METER

KNOWLEDGE :

K RECALL STATION POLICY
K INTERPRET STATION OPERATING INSTRUCTIONS
K APPLY TYPES AND IMPACT OF CAMERA ANGLES

TASK #: 00600

TASK: CONDUCT ELECTRONIC NEWS GATHERING (ENG)

RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	_K_	___	___	___	___

EQUIPMENT:

BLANK VIDEO TAPE, BATTERIES, AC ADAPTER, OFFICE SUPPLIES, AUDIO AND VIDEO CABLES, EQUIPMENT RAIN COVERS, TRIPOD, PORTABLE CAMERA PORTABLE RECORDER, MICROPHONE(S), PORTABLE LIGHTS, REFLECTOR(S), BATTERYPACK, PORTABLE MONITOR, LIGHT METER, VTR, VIDEO MONITOR, VICTOR SCOPE, TIME BASE CORRECTOR, VIDEO BRIDGING SWITCHER, CHARACTER GENERATOR, HEADSET, AUDIO RECORDING EQUIPMENT, EDIT CONTROLLER, AUDIO CONSOLE, WAVE FORM MONITOR

REFERENCES:

ENG NEWS AND THE NEW TECHNOLOGY, COMMERCIAL MANUALS

CONDITIONS: INSIDE OR OUTSIDE

CUE: NOTIFIED OF EVENT

CONSTRAINTS: REQUIRES IMMEDIATE ACTION, SECURITY
CLASSIFICATION OF EVENT, HOST NATION SENSITIVITY

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A DETERMINE WORTHINESS OF THE EVENT
- A COORDINATE WITH PUBLIC AFFAIRS AND OTHER REQUIRED ORGANIZATIONS (TASK # 00580)
- A RESEARCH SUBJECT (AS TIME PERMITS) (TASK # 00520)
- A PRE-INTERVIEW SUBJECT AUTHORITY
- A DETERMINE TENTATIVE APPROACH TO SUBJECT
- A DETERMINE EQUIPMENT REQUIREMENTS
- A TEST EQUIPMENT
- A CHECK BATTERY CHARGE
- A PACK ENG EQUIPMENT
- A ARRANGE FOR TRANSPORTATION
- A TRAVEL TO NEWS SITE
- A SURVEY NEWS SITE

ACTIVITIES:

- A DETERMINE INITIAL SHOOTING STRATEGY
- A DETERMINE EQUIPMENT PLACEMENT BASED ON SHOOTING STRATEGY
- A UNPACK EQUIPMENT
- A ASSEMBLE EQUIPMENT
- A DETERMINE LIGHTING REQUIREMENTS USING LIGHT METER
- A SET UP LIGHTS
- A CHECK EXPOSURES WITH LIGHT METER
- A POWER UP EQUIPMENT
- A SET CAMERA VTR SWITCH TO STANDBY/ON POSITION
- A WHITE BALANCE CAMERA
- A RECORD COLOR BARS AT BEGINNING OF TAPE
- A ADJUST AUDIO LEVELS
- A LISTEN TO SOUND WITH HEADSET TO ENSURE AUDIO QUALITY
- A SHOOT EVENT FOLLOWING SHOOTING STRATEGY
- A ADJUST STRATEGY AS EVENT UNFOLDS
- A WHITE BALANCE CAMERA AT EACH LIGHTING CHANGE
- A ADJUST AUDIO LEVELS AS REQUIRED
- A RECORD COLOR BARS AFTER SHOOT
- A SET CAMERA VTR SWITCH TO PREHEAT/SAVE POSITION
- A REMOVE VIDEO TAPE
- A LABEL TAPE
- A POWER DOWN EQUIPMENT
- A REPACK EQUIPMENT
- A RETURN TO STATION
- A LOG VIDEO
- A WRITE SCRIPT (TASK # 00540)
- A NARRATE SCRIPT
- A EDIT VIDEO TAPE (TASK # 00550)
- A TURN IN VIDEO TAPE FOR BROADCAST

SKILLS:

- S OPERATE TRIPOD
- S OPERATE PORTABLE CAMERA
- S OPERATE PORTABLE RECORDER
- S OPERATE MICROPHONE(S)
- S OPERATE PORTABLE LIGHTS
- S OPERATE REFLECTOR(S)
- S OPERATE BATTERYPACK
- S OPERATE PORTABLE MONITOR
- S OPERATE LIGHT METER
- S OPERATE VTRS
- S OPERATE VIDEO MONITORS
- S OPERATE AUDIO RECORDING EQUIPMENT
- S OPERATE EDIT CONTROLLER
- S OPERATE AUDIO CONSOLE
- S OPERATE WAVE FORM MONITOR
- S OPERATE VECTOR SCOPE
- S OPERATE TIME BASE CORRECTOR
- S OPERATE VIDEO BRIDGING SWITCHER

SKILLS:

- S OPERATE CHARACTER GENERATOR
- S OPERATE HEADSET

KNOWLEDGE:

- K RECALL THE FIVE ELEMENTS OF NEWSWORTHINESS
(HIGH IMPACT, PROXIMITY, TIMELINESS, PROMINENCE, AND CONFLICT)
- K INTERPRET TEXTBOOKS
- K INTERPERT COMMERCIAL MANUALS
- K RECALL STATION POLICY
- K RECALL VIDEO AND AUDIO CAPABILITIES OF EQUIPMENT
- K RECALL LIGHTING PRINCIPLES
- K DETERMINE LINE OF ACTION (EYE LINE, 180 DEGREE LINE)
- K DETERMINE SHOT SEQUENCING AND ANGLES
- K RECALL SHOT COMPOSITION REQUIREMENTS
- K RECALL VIDEO LOG PROCEDURES
- K RECALL SCRIPT WRITING PROCEDURES
- K RECALL EDITING PROCEDURES

TASK #: 00610

TASK: RECORD ELECTRONIC FIELD PRODUCTION (EFP) MATERIAL

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_ _			_K_ _			_ _		

EQUIPMENT:

LIGHTS, MICROPHONE, MICROPHONE CABLES, HEADSETS, ENG CAMERA, ENG RECORDER, TRIPOD, REFLECTORS, VIDEO MONITORS, LIGHT METER, EDIT CELL, VTR, VIDEO TAPES, BATTERIES, STANDARD OFFICE SUPPLIES, EXTENSION CORDS, EQUIPMENT CASES

REFERENCES:

DOD 5120.20-R, STATION OPERATING INSTRUCTIONS

CONDITIONS: NONE

CUE: PREPARATIONS FOR SHOOT COMPLETE

CONSTRAINTS: HOST NATION SENSITIVITIES, ADVERSE WEATHER, EQUIPMENT AVAILABILITY, MAY REQUIRE MORE THAN ONE OPERATOR, TALENT

JOB STANDARDS:

CONFORMS TO AFSINC FORM 2B

ACTIVITIES:

- A EXPLAIN SPOT OBJECTIVES TO TALENT
- A SET UP EQUIPMENT
- A REHEARSE AS REQUIRED
- A POWER UP EQUIPMENT
- A SET CAMERA VTR SWITCH TO STANDBY/ON POSITION
- A WHITE BALANCE CAMERA
- A RECORD COLOR BARS AT BEGINNING OF TAPE
- A ADJUST AUDIO LEVELS
- A SURVEY SET FOR ABNORMALITIES OR DISTRACTORS
- A CORRECT ANY ABNORMALITIES OR DISTRACTORS THAT WERE FOUND (IF POSSIBLE)
- A RECORD SPOT FOLLOWING SHOOTING STRATEGY
- A WHITE BALANCE CAMERA AT EACH LIGHTING CHANGE
- A ADJUST AUDIO LEVELS AS REQUIRED
- A PLAYBACK RECORDED VIDEO TAPE (IF POSSIBLE)

ACTIVITIES:

- A RE-RECORD SHOTS AS REQUIRED
- A RECORD COLOR BARS AFTER SHOOT
- A SET CAMERA VTR SWITCH TO PREHEAT/SAVE POSITION
- A REMOVE VIDEO TAPE
- A POWER DOWN EQUIPMENT
- A TEAR DOWN EQUIPMENT
- A PACK EQUIPMENT
- A TEAR DOWN SET (IF USED)
- A REVIEW ALL OF THE FOOTAGE
- A SELECT VIDEO AND AUDIO PORTIONS TO BE USED
- A ANNOTATE TIME CODE (OR LOCATION) OF SELECTED SHOTS
- A EDIT TAPE (TASK # 00620)
- A PERFORM POSTPRODUCTION (AS REQUIRED)
- A TURN IN SPOT FOR QUALITY CONTROL REVIEW (TASK # 00360)
- A EDIT SPOT (AS REQUIRED)
- A COORDINATE SPOT WITH CONTINUITY SECTION
- A DUB SPOT TO ON AIR TAPE
- A FILE SCRIPTS

SKILLS:

- S OPERATE LIGHTS
- S OPERATE MICROPHONES
- S OPERATE HEADSET
- S OPERATE ENG CAMERA
- S OPERATE ENG RECORDER
- S OPERATE TRIPOD
- S OPERATE REFLECTORS
- S OPERATE VIDEO MONITORS
- S OPERATE LIGHT METER
- S OPERATE EDIT CELL
- S OPERATE VTR

KNOWLEDGE:

- K IDENTIFY PROGRAM OBJECTIVE
- K INTERPRET SCRIPT
- K INTERPRET VU METER
- K RECALL PRINCIPLES OF LIGHTING
- K IDENTIFY VISUAL DISTRACTIONS
- K IDENTIFY AUDIO DISTRACTIONS
- K RECALL SHOT FRAMING TECHNIQUES
- K RECALL SHOT COMPOSITION TECHNIQUES
- K RECALL AUDIO RECORDING PROCEDURES
- K RECALL REMOTE OR STUDIO DIRECTION PROCEDURES
- K RECALL PRODUCTION LIMITATIONS
- K RECALL NATIONAL ASSOCIATION OF BROADCASTERS STANDARDS
- K RECALL EQUIPMENT PACKING PROCEDURES
- K RECALL USES OF TIME CODES
- K RECALL STATION POLICIES

KNOWLEDGE:

K INTERPRET GOVERNING REGULATIONS
K RECALL HOST NATION SENSITIVITIES

TASK #: 00620

TASK: EDIT VIDEO TAPE

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	_K_	___	___	___	___

EQUIPMENT:

VIDEO EDIT CELL, AUDIO PRODUCTION STUDIO, VIDEO TAPE, AUDIO CARTRIDGE TAPES, SCRIPT, RADIO LIBRARY MATERIALS, VIDEO MORGUE TAPES, SCRIPT, STORYBOARD

REFERENCES:

TELEVISION PRODUCTION, ENG AND THE NEW TECHNOLOGY, COMMERCIAL MANUALS

CONDITIONS: CONDUCTED IN EDIT CELL

CUE: AFTER VIDEO IS SHOT OR RECORDED

CONSTRAINTS: EQUIPMENT AVAILABILITY, TIME

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A REVIEW SHOT SHEET
- A REVIEW RAW FOOTAGE
- A SELECT VIDEO AND AUDIO SEGMENTS TO BE USED
- A SET PLAYER VTR CONTROLS FOR EDITING PLAYBACK
- A SET RECORDER VTR CONTROLS FOR EDITING RECORDING
- A SET 100 PERCENT MODULATION (0 DB) REFERENCE TONE ON AUDIO MIXER
- A ADJUST RECORDER VTR AUDIO INPUT (RECORDING LEVEL) TO REFERENCE TONE
- A ACTIVATE COLOR BAR AND 1 KHZ TONE GENERATOR
- A ADJUST PLAYER VTR AUDIO OUTPUT (PLAYBACK LEVELS) TO 100 PERCENT MODULATION (0 DB) TO REFERENCE TONES
- A ADJUST AUDIO MIXER POTENTIOMETER (POT) TO 100 PERCENT MODULATION (0 DB) TO REFERENCE TONE
- A ADJUST TIME BASE CORRECTOR USING PLAYER VTR COLOR BAR REFERENCE
- A INSPECT BLANK VIDEOTAPE FOR SERVICEABILITY AND RECORD PIN
- A LOAD BLANK VIDEOTAPE INTO RECORDER VTR

ACTIVITIES:

- A REPACK BLANK VIDEOTAPE
- A RECORD COLOR BARS VIDEO REFERENCE WITH 1 KILOHERTZ TONE AUDIO REFERENCE
- A RECORD COUNTDOWN FROMCUE GENERATOR
- A RECORD BLACKBURST (CONTROL TRACK)
- A RECORD AUDIO TWO SECONDS AFTER THE NUMBER "2" IN THE COUNTDOWN
- A USE SCRIPT TO DETERMINE ORDER AND TIME OF AUDIO SEGMENTS
- A EDIT AUDIO VOICE-OVER SEGMENTS AS AUDIO INSERT EDITS
- A LOAD RAW FOOTAGE INTO PLAYER VTR
- A RECORD FIRST FRAME OF VIDEO ONE SECOND PRIOR TO FIRST FRAME OF AUDIO
- A EDIT BITES AS AUDIO AND VIDEO INSTERT EDITS
- A ENSURE AUDIO EDITS ARE TIGHT
- A CHECK RUN TIME OF THE PRODUCT (AFTER ALL AUDIO EDITS ARE COMPLETE)
- A COMPARE RUN TIME OF THE PRODUCT TO RUN TIME OF THE SCRIPT
- A ADJUST PRODUCT RUN TIME (AS REQUIRED)
- A EDIT COVER VIDEO
- A EDIT NATURAL SOUND ON ALTERNATE AUDIO TRACK (MAY BE DONE SIMULTANEOUSLY WITH EDIT COVER VIDEO)
- A USE A VARIETY OF EDITS TO HOLD VIEWER INTEREST
- A CHECK COMPLETED PRODUCT FOR SMOOTH AUDIO AND VIDEO EDITS
- A OBTAIN LOCALLY REQUIRED APPROVAL OF PRODUCT

SKILLS:

- S OPERATE VIDEO EDIT CELL

KNOWLEDGE:

- K DETERMINE RUN TIME REQUIREMENTS
- K RECALL METHODS TO GAIN AND KEEP AUDIENCE INTEREST
- K RECALL METHODS TO RELATE INFORMATION TO VIEWERS IN A CONCISE FORMAT
- K RECALL STATION POLICY
- K APPLY SCRIPT WRITING PROCEDURES
- K INTERPRET SCRIPT
- K INTERPRET VIDEO MORGUE INDEX
- K INTERPRET TEXT BOOKS
- K INTERPRET COMMERCIAL MANUAL
- K RECALL VTR SET UP PROCEDURES
- K DISCERN SERVICEABLE VIDEO TAPE
- K RECALL PURPOSE OF RECORD PIN
- K APPLY EDITING TECHNIQUES
- K RECALL TYPES AND VIEWER IMPACT OF EDITS

TASK #: 00630

TASK: DEVELOP TV PROGRAM PROMO'S

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
___	___	___	___	_K_	_P_	___	___	___

EQUIPMENT:

VTR, VIDEO MONITOR, CHARACTER GENERATOR, EDIT CELL, WAVE FORM MONITOR, VIDEO SWITCHER, VIDEO TAPE, PROGRAM TAPES, TRADE MAGAZINES, TV LOG, VECTOR SCOPE, TIME BASE CORRECTOR, VIDEO PATCH PANEL, AUDIO MIXER, CARTRIDGE TAPE RECORDER/PLAYER

REFERENCES:

STATION OPERATING INSTRUCTIONS

CONDITIONS: CONDUCTED IN EDIT CELL

CUE: SUPERVISOR OR STATION MANAGER DIRECTION

CONSTRAINTS: LACK OF VIDEO SOURCE, MATURE THEMES

JOB STANDARDS:

IAW REFERENCE

ACTIVITIES:

- A REVIEW NEW PRIMETIME SHOWS OR SPECIALS
- A SELECT SHOW TO BE PROMOTED
- A IDENTIFY TARGET AUDIENCE
- A SELECT BYTE(S) OF SHOW THAT WILL CAPTURE AUDIENCE INTEREST (TASK # 00530)
- A WRITE SCRIPT TO INFORM AUDIENCE OF PROGRAM AND AIR TIME (TASK # 00540)
- A RECORD ANNOUNCER AUDIO (TASK # 00270)
- A EDIT ANNOUNCER AUDIO AND SHOW BYTES TOGETHER ONTO WORKING VIDEO TAPE (TASK # 00620)
- A OBTAIN SUPERVISOR'S APPROVAL OF PROMO
- A ENTER SHOWS TITLE, AIR DATE, AND AIR TIME INTO CG (TASK # 00350)
- A RERECORD PROMO ONTO PROMO AIR TAPE ADDING CG EFFECTS
- A PERFORM QUALITY CONTROL CHECK OF PROMO FOR ERRORS (TASK # 00360)
- A SLATE PROMO TAPE

ACTIVITIES:

- A ADD COUNTDOWN TO TAPE
- A FILE TAPE IN APPROPRIATE LOCATION

SKILLS:

- S OPERATE VTR
- S OPERATE VIDEO MONITOR
- S OPERATE CG
- S OPERATE EDIT CELL
- S OPERATE WAVE FORM MONITOR
- S OPERATE VIDEO SWITCHER
- S OPERATE VECTOR SCOPE
- S OPERATE TIME BASE CORRECTOR
- S OPERATE VIDEO PATCH PANEL
- S OPERATE AUDIO MIXER
- S OPERATE CARTRIDGE TAPE RECORDER PLAYER

KNOWLEDGE:

- K INTERPRET STATION TELETIPS
- K INTERPERT OPERATING INSTRUCTIONS
- K INTERPRET TRADE MAGAZINES
- K RECALL STATION POLICY
- K INTERPRET SECTION OPERATING INSTRUCTIONS
- K APPLY SCRIPT WRITING PROCEDURES
- K APPLY VOICE RECORDING TECHNIQUES
- K APPLY EDITING PROCEDURES

TASK #: 00640

TASK: COORDINATE MAINTENANCE OF RADIO OR TELEVISION EQUIPMENT

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
—	—	—	—	_K_	_P_	—	—	—

EQUIPMENT:

PASSDOWN LOG, EQUIPMENT MAINTENANCE LOG, AFTO FORM 349

REFERENCES:

TO 00-20-2, STATION OPERATING INSTRUCTIONS

CONDITIONS: NONE

CUE: EQUIPMENT MALFUNCTION

CONSTRAINTS: NONE

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A DISCOVER DISCREPANCY
- A ANNOTATE DISCREPANCY ON AFTO FORM 349
- A INFORM MAINTENANCE OF THE EQUIPMENT DISCREPANCY
- A ANNOTATE EQUIPMENT LOSS IN PASSDOWN LOG
- A REPORT DISCREPANCY TO SECTION NCOIC

KNOWLEDGE:

- K RECALL STATION POLICY
- K INTERPRET OPERATING INSTRUCTIONS
- K INTERPRET TECHNICAL ORDERS

TASK #: 00650

TASK: CLEAN AUDIO RECORDING OR PLAYBACK HEADS

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
<u>_K_</u>	<u> </u>	<u> </u>	<u> </u>	<u>_K_</u>	<u>_P_</u>	<u> </u>	<u> </u>	<u> </u>

EQUIPMENT:

COTTON SWABS, ALCOHOL, PMI UTILITY CARTRIDGE (FOR CART PLAYERS),
RADIO OR TELEVISION LOG

REFERENCES:

LOCAL PERIODIC MAINTENANCE INSPECTIONS (PMI) CARDS, COMMERCIAL
MANUALS

CONDITIONS: INSIDE, DUST FREE ENVIRONMENT

CUE: RADIO OR TELEVISION LOGS, OPERATING INSTRUCTIONS, POOR
SOUND QUALITY

CONSTRAINTS: ENGINEER CERTIFICATION TO CLEAN EQUIPMENT

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

A GAIN ACCESS TO HEAD, CAPSTANS, AND PINCH ROLLERS
A DAMPEN COTTON SWAB WITH ALCOHOL
A CLEAN HEAD USING SIDE TO SIDE MOTION
A REPEAT WITH NEW SWABS UNTIL COTTON SWAB COMES OUT CLEAN
A ENSURE THE PLAYER IS ON
A CLEAN CAPTSAN WITH UP AND DOWN MOTION
A REPEAT WITH NEW SWABS UNTIL COTTON SWAB COMES OUT CLEAN
A CLEAN PINCH ROLLER WITH UP AND DOWN MOTION
A REPEAT WITH NEW SWABS UNTIL COTTON SWAB COMES OUT CLEAN
A RETURN UNIT TO SERVICE

KNOWLEDGE:

K RECALL TAPE HEAD ACCESS METHODS
K RECALL CLEANING PROCEDURES
K RECALL CARTRIDGE CLEANING METHODS
K INTERPRET PMI CARDS
K INTERPRET COMMERCIAL MANUALS

TASK #: 00660

TASK: CLEAN VIDEO RECORDING OR PLAYBACK HEADS

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
K _ _			_K_ _P_			_ _ _		

WARNING: THIS TASK SHOULD NOT BE ATTEMPTED BY UNQUALIFIED
PERSONNEL THE VIDEO HEAD IS EASILY DAMAGED

EQUIPMENT:

CHAMOIS, ALCOHOL, VTR, TELEVISION LOG

REFERENCES:

LOCAL PMI CARDS, COMMERCIAL MANUALS

CONDITIONS: INSIDE, DUST FREE ENVIRONMENT, POWER DISABLED

CUE: POOR VIDEO, POOR AUDIO, POOR EDITS, LACK OF CONTROL TRACK,
TELEVISION LOG

CONSTRAINTS: AUTHORIZED TO PREFORM TASK BY ENGINEERING SECTION,
HOURS OF OPERATION

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A TURN OFF VTR POWER
- A REMOVE JEWELRY, WATCHES
- A REMOVE VTR COVER
- A DAMPEN CHAMOIS WITH ALCOHOL
- A APPLY CHAMOIS TO VIDEO HEAD WITH LIGHT PRESSURE (PERPENDICULAR
TO VIDEO HEAD WITH INDEX FINGER RESTING ON NON-MOVABLE BASE)
- A ROTATE VIDEO HEAD AGAINST DAMP CHAMOIS
- A CLEAN CONTROL TRACK HEAD
- A CLEAN AUDIO HEAD
- A CLEAN ALL OTHER SURFACES THAT CONTACT THE TAPE
- A REPLACE COVER
- A TURN VTR POWER ON

KNOWLEDGE :

K INTERPRET PMI CARDS
K INTERPRET COMMERCIAL MANUALS
K RECALL TAPE PATH
K RECALL HEAD CLEANING CAUTIONS
K RECALL VIDEO, CONTROL TRACK AND AUDIO HEAD FUNCTION AND
LOCATION

TASK #: 00670

TASK: CLEAN STUDIO CAMERAS OR ACCESSORIES

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	_K_	___	___	___	___

EQUIPMENT:

CLEAN LINT FREE CLOTH, CLEANING FLUID

REFERENCES:

SECTION OPERATING INSTRUCTIONS

CONDITIONS: IN STUDIO

CUE: BEFORE OPERATE, WHEN DIRTY

CONSTRAINTS: NONE

JOB STANDARDS:

IAW REFERENCE

ACTIVITIES:

- A WIPE LENS WITH A CLEAN LINT FREE CLOTH (MAY REQUIRE CLEANING SOLUTION)
- A ENSURE LENS IS CLEAN BY LOOKING THROUGH VIEW FINDER WHILE CAMERA IS ON
- A REMOVE VIEW FINDER LENS
- A WIPE LENS WITH CLEAN LINT FREE CLOTH
- A REINSTALL VIEW FINDER LENS
- A DUST CAMERA WITH CLEAN LINT FREE CLOTH
- A CLEAN TELEPROMPTER SCREEN WITH A CLEAN LINT FREE CLOTH

SKILLS:

S OPERATE CAMERA

KNOWLEDGE:

- K RECALL CLEANING PROCEDURES
- K INTERPRET SECTION OPERATING INSTRUCTIONS

TASK #: 00680

TASK: CHANGE BULBS IN LIGHTING FIXTURES

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
K	___	___	___	_K_	_P_	___	___	___

EQUIPMENT:

LIGHTING PANEL, LIGHTING FIXTURE, LIGHT BULB, LADDER, ASBESTOS GLOVES

REFERENCES:

COMMERCIAL MANUALS, SECTION OPERATING INSTRUCTIONS

CONDITIONS: IN-STUDIO

CUE LIGHT FIXTURE INOPERATIVE

CONSTRAINTS: STUDIO IN USE

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A SHUT OFF POWER
- A DON PROTECTIVE GLOVES
- A GAIN ACCESS TO LIGHT BULB
- A REMOVE BURNT OUT BULB
- A DETERMINE REPLACEMENT BULB FROM INFORMATION PLATE ON LIGHT
- A INSTALL NEW BULB
- A REASSEMBLE LIGHT FIXTURE
- A OPERATIONALLY CHECK LIGHT

SKILLS:

- S OPERATE LIGHTING PANEL
- S OPERATE LADDER

KNOWLEDGE :

- K INTERPRET OPERATING INSTRUCTIONS
- K INTERPRET COMMERCIAL MANUALS
- K RECALL BULB EXPLOSIVE HAZARD
- K INTERPRET LIGHT INFORMATION PLATE
- K APPLY SAFETY PRACTICES WHEN WORKING ON LADDERS
- K APPLY SAFETY PRACTICES WHEN WORKING AROUND HIGH VOLTAGES

TASK #: 00690

TASK: CLEAN ENG CAMERA OR ACCESSORIES

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
<u>K</u>	—	—	—	<u>K</u>	<u>P</u>	—	—	—

EQUIPMENT:

ENG EQUIPMENT, LENS CLEANING KIT, SOFT CLOTH

REFERENCES:

CLEANING KIT DIRECTIONS

CONDITIONS: INSIDE, CLEAN ENVIRONMENT

CUE: DIRTY LENS, AFTER SHOOT

CONSTRAINTS: DIRTY ENVIRONMENT

JOB STANDARDS:

IAW REFERENCE

ACTIVITIES:

- A GATHER MATERIALS
- A UNPACK EQUIPMENT
- A REMOVE LENS CAP
- A CLEAN LENS
- A DUST CAMERA AND LENS BODY WITH DRY CLOTH
- A REPLACE LENS CAP
- A CLEAN CABLES AS REQUIRED WITH CLEAN CLOTH
- A PACK EQUIPMENT

SKILLS:

S OPERATE LENS CLEANING MATERIALS

KNOWLEDGE:

- K INTERPRET CLEANING KIT DIRECTIONS
- K RECALL LENS CARE PROCEDURES

TASK #: 00700

TASK: EDIT VIDEO TAPE USING ELECTRONIC TIME CODES

TASK NOTES:

EDIT DECISION LIST DEVELOPMENT IS LOCATED IN TASK 01110

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP_	___	___	___	_K_	___	___	___	___

EQUIPMENT:

VIDEO DUB CELL WITH TIME CODE GENERATOR, AUDIO BOOTH, VIDEO OFFLINE EDIT CELL, VIDEO ON-LINE COMPUTERIZED EDIT SYSTEM, VIDEO TAPES, OFFICE SUPPLIES, RECORD, REEL TO REEL, AUDIO TAPE

REFERENCES:

DOD 5120.20-R, AFSINCR 190-3, AFBS POLICIES AND PROCEDURES LOCAL OPERATING INSTRUCTIONS, COMMERCIAL MANUALS

CONDITIONS: IN STUDIO

CUE: VIDEO FOOTAGE READY TO EDIT

CONSTRAINTS: SCHEDULING, AVAILABILITY OF EQUIPMENT

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A CHECK TIME CODE AND CONTROL TRACKS FOR COUNTINUOUS FLOW
- A DUB VIDEO PORTION TO ANOTHER VIDEO TAPE IN ASSEMBLE MODE TO
CORRECT TIME CODE AND CONTROL TRACKS (IF REQUIRED)
- A DUB "B" ROLL(S) WITH TIME CODE (AS REQUIRED)
- A DUB WINDOW COPY OF ALL VIDEO TAPES
- A SELECT MASTER TAPE
- A PREPARE TWO BLACK STRIPE MASTER TAPES WITH TIME CODE
- A RECORD NARRATION AND ALL AUDIO EFFECTS ON ANOTHER VIDEO TAPE
WITH TIME CODE
- A DUB WINDOW COPY OF AUDIO RECORDED VIDEO TAPE
- A LOAD WINDOW COPY VIDEO TAPE INTO VIDEO PLAYER
- A LOAD OFFLINE MASTER TAPE INTO VTR FOR WORKING COPY
- A REVIEW WINDOW COPIES TO SELECT VIDEO PORTIONS

ACTIVITIES:

- A EDIT PROGRAM TO OFFLINE MASTER
- A PREPARE EDIT DECISION LIST (EDL) BY ANNOTATING EDITS OF TIME
CODE (TASK # 00710)
- A REVIEW PROGRAM FOR TIMING, PACING, CONTINUITY, ACCURACY
- A LOAD EDL INTO ON-LINE COMPUTER
- A LOAD FIELD FOOTAGE WITH CLEAN TIME CODES (WITHOUT WINDOWS)
- A LOAD SECOND MASTER INTO ON-LINE VTR
- A RUN EDL PROGRAM
- A REVIEW ON-LINE MASTER PROGRAM QUALITY

SKILLS:

- S OPERATE VIDEO DUB CELL WITH TIME CODE GENERATOR
- S OPERATE AUDIO BOOTH
- S OPERATE VIDEO OFFLINE EDIT CELL
- S OPERATE VIDEO ON-LINE COMPUTERIZED EDIT SYSTEM
- S OPERATE REEL TO REEL

KNOWLEDGE:

- K RECALL SIGNAL REQUIREMENTS
- K RECALL VIDEO ASSEMBLE PROCEDURES
- K INTERPRET GOVERNING DIRECTIVES
- K INTERPRET COMMERCIAL OPERATIONS MANUALS
- K RECALL EDL PREPARATION PROCEDURES

TASK #: 00710

TASK: PREPARE EDIT DECISION LIST (EDL)

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
KP	—	—	—	K	—	—	—	—

EQUIPMENT:

OFFLINE EDIT SYSTEM, VIDEO TAPES, OFFICE SUPPLIES

REFERENCES:

COMMERCIAL MANUALS

CONDITIONS: INSIDE

CUE: SUPERVISORS DIRECTION

CONSTRAINTS: AVAILABILITY OF EQUIPMENT, SCHEDULING

JOB STANDARDS:

IAW REFERENCE

ACTIVITIES:

- A WRITE EDL HEADINGS ON PAPER
(EVENT NUMBER; SCENE NUMBER; DESCRIPTION/SPECIAL INSTRUCTIONS; A/V SELECT; TRANSITIONS, CUT/DISSOLVE ETC, FRAME RATE, FROM, TO; IN POINT; OUT POINT)
- A IDENTIFY EVENT ONE FOR SCENE ONE
- A MARK EDIT IN POINT ON VIDEO PLAYER
- A MARK EDIT OUT POINT ON VIDEO PLAYER
- A MARK IN POINT ON VTR
- A SELECT VIDEO SOURCE (AND AUDIO SOURCE AS REQUIRED)
- A EDIT VIDEO
- A REVIEW EDITED VIDEO FOR IN POINT AND OUT POINT TIME CODES
- A ANNOTATE EVENT ONE INFORMATION UNDER EDL HEADINGS
- A REPEAT FOR OTHER EVENTS

SKILLS:

S OPERATE OFF LINE EDIT SYSTEM

KNOWLEDGE:

K RECALL EDL HEADINGS

K INTERPRET COMMERCIAL MANUALS

TASK #: 00720

TASK: REQUEST CLEARANCE OF COPYRIGHT MATERIAL

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
K	___	___	___	_K_	_P_	___	___	___

EQUIPMENT:

COMMON OFFICE SUPPLIES

REFERENCES:

DOD 5120.20-R, AFR 10-1, AFRTS DP-1

CONDITIONS: NONE

CUE: REQUEST TO AIR ANY MATERIAL NOT PROVIDED BY AFRTS

CONSTRAINTS: NONE

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

A DRAFT MESSAGE
A SEND MESSAGE TO HEADQUARTERS REQUESTING CLEARANCE
A SCHEDULE PROGRAM WHEN CLEARANCE IS RECEIVED

KNOWLEDGE:

K INTERPRET GOVERNING REGULATIONS
K RECALL HEADQUARTERS PROCEDURES

TASK #: 00730

TASK: WRITE TV SPORTS STORIES

TASK NOTES:

TRAINING RECOMMENDATION:

A			B			C		
3 SKILL LEVEL			5 SKILL LEVEL			7 SKILL LEVEL		
(1)	(2)	(3)	(1)	(2)	(3)	(1)	(2)	(3)
CRS	CDC	OJT	CRS	CDC	OJT	CRS	CDC	OJT
P _ _			_K_ _ _			_ _ _		

EQUIPMENT:

WORD PROCESSOR, VTR, VIDEO MONITOR, COMMON OFFICE SUPPLIES,
DICTIONARY, THESAURUS, TYPEWRITER

REFERENCES:

AFP 13-2 TONGUE-N-QUILL, AFSINCR 190-3, STATION OPERATING
INSTRUCTIONS

CONDITIONS: NONE

CUE: LOCAL SPORTS EVENT

CONSTRAINTS: NONE

JOB STANDARDS:

IAW REFERENCES

ACTIVITIES:

- A DETERMINE TYPE OF SPORTING EVENT
- A COORDINATE WITH GYM STAFF
- A COORDINATE WITH CONTACTS
- A CONFIRM THE FACTS
- A REVIEW VIDEO (IF USED)
- A WRITE ROUGH DRAFT (MUST SUPPORT VIDEO IF USED)
- A PROOFREAD ROUGH DRAFT
- A REWRITE DRAFT
- A PROOFREAD DRAFT
- A WRITE FINAL COPY

SKILLS:

- S OPERATE TYPEWRITER
- S OPERATE WORD PROCESSOR
- S OPERATE VTR (AS REQUIRED)
- S OPERATE VIDEO MONITOR (AS REQUIRED)

KNOWLEDGE:

- K RECALL WORD PROCESSING COMMANDS
- K APPLY WRITING TECHNIQUES
- K RECALL STATION POLICY
- K APPLY INTERVIEW TECHNIQUES
- K RECALL NEWS GATHERING TECHNIQUES
- K APPLY SPORTS TERMINOLOGY
- K INTERPRET GOVERNING REGULATIONS
- K RECALL PROCEDURES FOR USING VIDEO IN CONJUNCTION WITH AUDIO
- K INTERPRET EDITING OR PROOFREADING SYMBOLS